

## **JOB POSTING**

**Job Title:** Receptionist/Administrative Assistant  
(Part-Time 20 hours/week – 8am-12pm)

**Department:** Human Resources/Finance

**FLSA/Grade:** Non-exempt, Grade 3

**Hourly Rate:** \$21.00-\$22.00 per hour

**Overview:**

Greet and register visitors to the company. Assist in Corporate daily operations in multiple departments

**General Qualifications:**

- Willingness to greet visitors
- Ability to follow oral and written English instructions and basic reading, writing, and math skills gained through a high school education or 3-5 year's work experience.
- Basic proficiency in Microsoft Office (Excel, Word)
- Good communication and organizational skills
- Responsible, detail-oriented, and willing to learn
- Willingness to work in a team based environment and a commitment to continuous learning and improvement

**Typical Responsibilities:**

- Greet company visitors, maintain visitor log and issue badges
- Order coffee and general office supplies
- Assist with day-to-day administrative duties
- Receive, sort and distribute incoming and outgoing mail for all departments.
- Provide administrative help to other departments, Finance and Human Resources
- Type letters and other standard documents
- Assist in company mass mailings when required
- Update bulletin boards
- Maintain safe working environment by following company safety procedures
- Perform general office support as required
- Perform other duties as required