

Lead Receptionist/Administrative Support

Reports to: Project Coordination Supervisor
Date: 07/01/05

Department: Administrative

Job Function: Under direct supervision, is responsible for all aspects of front desk duties.

Duties and Responsibilities:

1. Answers 12-line phone professionally and pleasantly, giving routine information and screening calls.
2. Greets vendors, customers, job applicants and other visitors in a pleasant and professional manner.
3. Opens, sorts, processes mail including reviewing submissions for changes on commitments. If there are no changes to commitments, stamps V.P. of Operations signature. If changes, forwards to PM for review and final review by V.P. of Operations. Forwards fully executed commitment to vendor and provides a copy for PC to scan in and files in Audit filing.
4. Prepares UPS packages & reports. Orders labels as needed.
5. Performs typing of routine material (labels, envelopes, memos, letters, transmittals, and faxes.) Keeps phone list and phone extension list updated. Files all audit filing weekly and maintains the project contract documents up at the front desk.
6. Prepares coffee & refreshments for management/client meetings. Orders water and soda for office staff, keeping refrigerators stocked.
7. Backup to Administrative Assistants, performing related duties as assigned.
8. Orders office supplies as needed.
9. Copies, distributes and enters signed commitments into Timberline. Tracks and follows up unsigned commitments.

Education: High School

Preferred Education: N/A

Minimum Experience: 1-2 years in office setting

Preferred Experience: Efficient with Microsoft Office, Timberline and Access.

Attributes:	Communication Skills Dependable Attentive listener	Flexible Time Management
Administrative Skills:	Good organizational skills. Ability to communicate effectively with all levels. Ability to follow policy and procedures. Ability to multi-task	
Machine Skills:	Computer, calculator, telephone, copier, fax, postage meter.	
Working Conditions:	Physical effort (up to 40 pounds), typing 50 words per minute.	
Physical Demands:	Sitting, standing, walking, lifting, carrying, reaching, fingering, handling, hand/eye/foot coordination, repetitive motions, talking, hearing.	
Physical Strength:	Sedentary work. Occasional lifting/carrying up to 40 pounds.	
Vision Requirement:	Ability to adjust vision to bring objects into focus.	
Math:	Basic math skills	
Communicate:	Ability to represent the organization in a professional and positive manner.	
Contacts:	Clients, vendors, employees, job applicants.	