



Receptionist

Job Title: Receptionist

Classification: Full-Time- Exempt

Reports To: Director of Operations

Salary: \$37,440

Summary: As a Receptionist, you will be the first point of contact for our company. Our Receptionist's duties include offering administrative support across the organization. You will welcome guests and greet people who visit the Organization. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

Ultimately, a Receptionist's duties and responsibilities are to ensure the front desk welcomes guests positively and executes all administrative tasks to the highest quality standards.

Responsibilities:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen, and forward incoming phone calls
- Ensure the Organization is tidy and presentable
- Provide basic and accurate information in person and via phone/email
- Receive and distribute daily mail/deliveries
- Order front office supplies and keep an inventory of supplies
- Update calendars and schedule meetings
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, and faxing
- Order mailing materials
- Execute organizational mailings
- Plan birthday/work anniversary celebrations

Qualifications:

- Computer skills, including proficiency in Microsoft Office Suite
- Solid written and verbal communication skills

- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude

Benefits:

- 3 weeks PTO days (15 days)
- 16 hours of community volunteering or school functions
- Benefits Package
- Flexible scheduling
- Mileage compensation
- Community networking involvement

Apply:

- Send your resume to Hello@ConnectAbilityMN.org
- Call 320.253.0765 to request an interview