

Position Description
Non-Exempt

ARVAC, Incorporated
Receptionist/HR Assistant

Introduction

The Receptionist/HR Assistant is responsible for answering incoming calls, taking messages, greeting clients, sorting mail, creating labels, scanning documents, sending outgoing mail, posting job announcement, and scheduling interviews.

The following job functions are not all-inclusive. Job duties may change as required by needs of the agency.

Major Duties and Responsibilities

The Receptionist/HR Assistant is responsible for directing clients and potential employees to the proper location, agency, or organization as required by their needs, and performing other office duties as needed.

Primary Activities

- A. Front desk reception; Greet visitors, maintain front desk security, and manage sensitive information
- B. Provides program information to customers, clients, potential employees, etc.
- C. Support meeting setups and events; works with Executive Assistant in all meeting agendas, setup, update meeting calendars, room rosters, etc. as needed;
- D. Maintains extension phone list and keeps lists updated;
- E. Assist with ordering and stocking of office supplies; special items for special occasions, etc.
- F. Support Human Resources department with administrative tasks, filing, research, and taking minutes during in-house trainings
- G. Utilize good judgment and work independently while recognizing the importance of working within established procedures and departmental requirements.
- H. Maintain cleaning and cosmetic upkeep of the Corporate Office
- I. Retrieves, sorts, and delivers mail to the appropriate ARVAC employee and returns outgoing mail to the post office at the end of each day
- J. Records received checks in a mail log as applicable
- K. Assists the finance department with data such as In-Kind, Contributions, if needed
- L. Performs other duties as assigned

Skills/Knowledge/Abilities

- A. Excellent People Skills
- B. Must be able to manage conflicting priorities, while being extremely adaptable and flexible
- C. Effective time management skills
- D. Ability to work independently and take initiative
- E. Excellent customer service skills and team player
- F. Motivated individual who commits to and achieves goals
- G. Highly organized
- H. Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook)
- I. Excellent communication skills

Controls Over the Position

The Receptionist/HR Assistant will work directly under and report to the Executive Director with HR duties reporting to the Human Resources Director.

Qualification Standards

Education	High school diploma or its equivalency is required
Experience	2 years' experience in clerical or administrative work

Employee Signature

Date

HR Signature

Date