

# Baxter Community Center Job Description

<b>Title</b>	Receptionist
<b>Department</b>	Administration
<b>Immediate Supervisor</b>	Administrative Director
<b>Classification</b>	Regular, Full time (40/hrs week)
<b>Last updated</b>	November 30, 2022

**Core Mission:** To live out the mission, vision and core values of Baxter Community Center.

## **Position Summary:**

The Receptionist provides professional support to the Administrative Director and other Directors. General duties include greeting guests via phone and in person, assisting the Administrative Director to ensure an efficient and professional Administrative Department.

## **Essential Responsibilities:**

- Greets visitors and directs them to the appropriate resource (via phone and in person)
- Assists with copies, collating, coordinating mailings, office supplies inventory, data entry, etc.
- Prepares meeting spaces (Grace Room, Hope Room, etc.) for scheduled meetings/reservations
- Maintains entry space organization and presentation
- Sorts incoming mail and delivers packages to the intended recipient
- Maintains kitchen supply (i.e., coffee & coffee supplies, snacks)
- Procures needs and orders office supplies from Directors (i.e., paper, pens)

## **Knowledge, Skills & Abilities:**

- Ability to communicate effectively and professionally, orally and in writing
- Team player - Ability to work in cooperation and with flexibility with a variety of individuals including the Administrative Director and staff
- Ability to communicate with people of various backgrounds
- Organizational and multitasking abilities; excellent attention to detail
- High level of analytical ability to develop and complete various administrative projects.
- Extensive knowledge of and skills in modern office practices, procedures, and office equipment.
- Proficiency in MS Office (Word, Access, Excel), Publisher, database entry
- Mature and possesses good instincts

## **Minimum Qualifications/Education and Experience:**

- 1+ years prior work experience in clerical/secretarial/office management position
- Extensive skills in computer and office equipment, email, MS Office, multi-line phones

- Requires a high degree of independent judgment, confidentiality, discretion and knowledge related to organizational function and policies
- Excellent verbal and written communication skills
- Honest, Confidential, Loyal and Trustworthy and professional in conduct

#### **Desirable Qualifications and Characteristics:**

- Prior experience as Receptionist
- Enjoys working as a team player

#### **Physical Requirements**

Average daily physical requirements	Frequency
Work in a stationary position	Up to 5 hours
Move about the work area	2 to 5 hours
Use hand/ fingers to handle or feel	Up to 5 hours a day
Reach with hands and arms	Up to 8 hours a day
Climb (stairs/ ladders) or balance	Less than 1 hour a day
Bend, stoop, kneel, crouch, or crawl	Occasionally
Communicate with others	Up to 8 hours a day
Detect flavors or smells	None
Move objects up to 50 lbs	Occasionally
Visual acuity	Up to 8 hours a day
Read and understand written word	Up to 8 hours a day
Drive or travel	None
Operate computer and general office machines	Up to 8 hours a day

#### **Environmental Conditions**

Average Daily Environmental Conditions	Frequency
Office environment: no exposure to extreme heat, cold, noise, chemicals or hazardous equipment	More than 8 hours
Medical environment: exposure to body fluids, radiation medical equipment, solvents or chemicals	None
Noise: exposure to constant or intermittent extreme sounds	None
Temperature: exposure to extreme heat or cold either indoors or outside	None

**Acknowledgement**

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. Baxter Community Center reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon Baxter's at will employment status.

Employee Name Printed: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Interested parties should apply via with their resume to  
[admin@baxtercommunitycenter.org](mailto:admin@baxtercommunitycenter.org)