

Job Description: Secretary/Receptionist

Position Overview:

The Secretary/Receptionist will serve as the organization's first point of contact, ensuring a professional and welcoming atmosphere. This role involves managing administrative tasks, supporting team members, and maintaining efficient office operations.

Key Responsibilities:

Administrative Support:

1. Answer and direct phone calls, emails, and inquiries to the appropriate staff members.
2. Schedule appointments, meetings, and maintain office calendars.
3. Prepare and distribute correspondence, memos, and reports.

Reception Duties:

1. Greet visitors, clients, and staff in a friendly and professional manner.
2. Maintain a tidy and organized reception area.
3. Manage incoming and outgoing mail and packages.

Office Management:

1. Order and maintain office supplies and inventory.
2. Coordinate office equipment maintenance and repairs.
3. Assist in organizing and setting up meetings and events.

Data Management:

1. Maintain and update contact lists and databases.
2. File and retrieve documents as needed, ensuring confidentiality.
3. Support the preparation of financial or administrative records.

Qualifications:

1. High school diploma or equivalent (Associate's degree preferred).
2. Proven experience as a secretary, receptionist, or in a similar administrative role.
3. Strong communication and organizational skills.

4. Proficiency in office software (e.g., Microsoft Office Suite, Google Workspace).
5. Ability to multitask and prioritize tasks effectively.
6. Professional demeanor and customer service orientation.

Work Environment:

- Work is typically performed in an office setting.
- Regular hours with occasional flexibility for events or deadlines.