



Front Desk Receptionist

- Job Type: Full-time
- Salary: \$18.00 to \$25.00 /hour
- Experience: Executive Secretary: 3 years (Required)
- License: Driver's License (Required)
- Work Location: Headquarters Office
- Benefits: Health Insurance
- Schedule: Monday to Friday

Job Summary

Responsible for supporting high-level executives with meeting minutes, appointments, calendar and schedule. Record action items as well as minutes from directors' meetings. Provide support on special projects, reports, special events for executives. Responsible for administrative support and performs numerous duties, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests.

Primary responsibilities

- Provide administrative and clerical support to departments or individuals.
- Schedule meetings and arrange conference rooms.
- Alert manager about cancellations or new meetings.
- Handle information requests.
- Arrange for outgoing mail and packages to be picked up.
- Manage spreadsheets for employee contact information, badges and polo shirts.
- Greet and receive visitor.
- Prepare confidential and sensitive documents.
- Coordinates office management activities.
- Determine matters of top priority and handle accordingly.
- Prepare agenda for meetings.
- Plans events and volunteer activities.
- Maintain office procedures.
- Operate office equipment, such as photocopy machine and scanner.
- Coordinate committees and task forces.
- Direct the general public to the appropriate staff member.

- Sign for UPS/Fed Ex/Airborne packages.