

Mount Ararat Community Activity Center

Job Announcement

Position: RECEPTIONIST

Classification: Full-time & Part-time Hourly – Non-Exempt

To apply: Send resume' and cover letter to: MACAC @ 271 Paulson Avenue, Pittsburgh, PA 15206 or email to jobs@macac-inc.org. No phone calls please.

Reports to: Executive Assistant

DUTIES & RESPONSIBILITIES:

- Answer incoming phone calls and direct to appropriate person
- Ensure reception/lobby area is organized & presentable
- Welcome & direct visitors to appropriate person
- Maintain employee and department directories
- Maintain security by following procedures & ensuring guests sign in & out
- Maintain schedule for classrooms and meeting rooms
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Order reception area supplies and keep inventory of stock
- Update calendars and schedule meetings
- Perform other clerical receptionist duties such as filing, photocopying, etc.
- Other duties as assigned

REQUIREMENTS:

- Proficiency in Microsoft Office Suite
- Professional attitude and appearance
- Excellent customer service and interpersonal skills
- Excellent written and oral communication skills
- Ability to work well under pressure
- Strong organizational & time management skills
- Ability to multi-task & prioritize
- Strong attention to detail

QUALIFICATIONS:

- Proven work experience as a Receptionist or similar role
- High School Diploma/GED
- Act 33, Act 34 & FBI clearances
- Ability to lift 25 lbs

COMPENSATION/BENEFITS:

- Salary range: \$10/hr-\$15/hr (Based on education and experience)
- Medical, Dental, Vision, Life, Short & Long Term Disability (Full-time only)