JOB DESCRIPTION

JOB TITLE: Receptionist/Office Assistant

FLSA: Non-Exempt, Hourly HOURS PER WEEK: 35

SALARY BAND: F

REPORTS TO: Director of Operations **DEPARTMENT:** Administrative

DIRECT REPORTS: None **DATE REVISED:** November, 2019

REQUIREMENTS:

• High School Graduate

- Experience as office assistant/receptionist
- Experience with Microsoft Office, Microsoft Suite
- Good verbal, interpersonal and communication skills
- Able to function in a flexible work environment
- Valid Driver's License in NJ
- Clear a criminal history background check

ADMINISTRATIVE FUNCTIONS:

- Greet clients and refer client questions to appropriate staff
- Answer incoming phones calls and welcome visitors/clients at the front desk
- Take stock and inventory of supplies and donations
- Cancel client appointments in the absence of the therapists

SECONDARY FUNCTIONS:

- Participate in agency staff meetings
- Participate in agency--wide functions minimum of three (3) hours at a special event or fund raiser as directed by Director and/or Executive Director
- Other duties as assigned by the Director or Executive Director. This job description will not be construed as a contract and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time with or without notice

Please send resume and cover letter to accounting@safeinhunterdon.org

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