



**TITLE:** Receptionist

**DEPARTMENT:** Operations

**REQUIREMENTS:**

Education: BA Degree preferred

Experience: 1-2 years related experience

Skills: Professional with an outgoing personality, knowledge of phone systems, organization skills with ability to multi-task, knowledge of building procedures. Ability to deliver professional customer service and speak effectively to diverse constituents. MS Office (Outlook, Word, Excel Required)

**QUALIFICATIONS:**

- Strong interpersonal, communication (oral and written), organizational, and problem-solving skills
- Detailed-oriented and have the ability to manage multiple projects and tasks simultaneously
- Excellent computer skills, including, Excel, Word, and Outlook
- Self-motivated and can maintain projects on their own and thrives in a fast paced environment
- Enthusiastic about working in and with diverse communities
- Have a very high level of personal and professional integrity and trustworthiness
- Ability to maintain composure, be flexible, exercise discretion and make sound professional judgment
- Ability to work with people at all levels; openly engaging, energetic and diplomatic personality
- Team player with a positive attitude

**RESPONSIBILITIES:**

- Schedule Monday to Friday: 12:30 noon to 8:30 pm and ability to work flexible hours, mornings and weekends with a rotating shift when needed
- Greet and screen all clients and visitors
- Answer, screen and direct incoming calls to appropriate staff
- Receive, sort and disseminate incoming mail
- Coordinate the pick-up and delivery of packages (FedEx, UPS, etc.)
- Ensure reception area, conference rooms, kids room and kitchen area is kept welcoming and tidy

- Break down and clean conference rooms after meetings as needed
- Provide clerical and administrative support to departments as needed
- Operate and refill postage machine; stamp, and process all outgoing mail
- Reserve and confirm conference room for staff usage for meetings and events
- Collect necessary background paperwork and supporting documentation from candidates
- Ability to lift and move items weighing up to 50 lbs.
- Assist other departments with mailings, etc. (Supervisor approval required)
- Other duties as assigned

**How to apply:** Please send resume, cover letter and salary requirement to [bbbsresume@bigsnyc.org](mailto:bbbsresume@bigsnyc.org). Resumes submitted without a cover letter will not be reviewed. Please include "Receptionist" in the subject line.

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