

POSITION TITLE: Administrative Assistant | Part-time - 20 hours

We are looking for an Administrative Assistant to manage our front desk daily and perform a variety of administrative and clerical tasks. The Administrative Assistant will be the first point of contact for the Federation. Our Administrative Assistant's duties include offering administrative support across the organization, welcoming guests and greeting people who visit the building, coordinating front-desk activities, including distributing correspondence and redirecting phone calls. A successful Receptionist will have a pleasant personality, as this is also a customer service role. They should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations. Multitasking and good organizational skills are essential for this position. Ultimately, an Administrative Assistant's duties and responsibilities are to ensure the front desk welcomes guests positively and executes all administrative tasks to the highest quality standards.

RESPONSIBILITIES:

- Greet and welcome guests as soon as they arrive at the building
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Manage RSVPs for Federation events and receive payments when applicable
- Data entry into Federation Databases
- Ensure reception area and workroom is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor cameras and doors, check for identification when necessary)
- Keep inventory of office supplies and notify supervisor for orders
- Update community calendars and help with set-up coordination
- Perform other clerical receptionist duties such as filing, mailings, photocopying, transcribing and faxing

REQUIREMENTS:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school degree; additional certification in Office Management is a plus



President Cristyne Porile
Executive Director Moshe Kruger

SALARY AND BENEFITS:

- 403(b) Retirement Plan
- Paid vacation
- Paid holidays
- Sick and personal time

TO APPLY, CONTACT

Executive Director – Moshe Kruger
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