



May 18, 2018

### Administrative Assistant / Receptionist Job Description

We are looking for an energetic and personable professional to join our team at the Community Foundation! This is a part-time position with the possibility of full time for the right candidate.

This role serves as the primary Administrative Assistant/ Receptionist for the Foundation, including office reception and duties (answering phones, greeting guests, responding to general email inquiries, supply inventory, and general office upkeep), general administrative support, event set up and support, and data entry. Previous experience in an office administrative role and/or working as an Administrative Assistant strongly preferred. Must have effective written and oral communication skills, exceptional customer service skills, pay close attention to detail and manage time wisely. Must be a self-starter, able to consistently demonstrate initiative and creative problem-solving. Must be well-organized and able to operate standard office equipment. Must be highly proficient in MS Word, Excel, PowerPoint, and Outlook. Past experience working with a database is helpful. Possess strong commitment to the local community. BA or AS Degree or job-related experience that provides the necessary knowledge, skill, and abilities to perform the functions of the position.

Please forward all inquiries, questions, and resumes to Delia Butler via email at United Personnel: [dbutler@unitedpersonnel.com](mailto:dbutler@unitedpersonnel.com)