

Bristol Bay Economic Development Corporation Job Description



POSITION TITLE: *Receptionist*

POSITION DESCRIPTION: Responsible for performing office procedures on a daily basis, including answering phones, mail collection and delivery, general typing and data entry, faxing, assist in preparation of board packets, board mail outs, ordering supplies, assisting with organization of board meetings. Acts as receptionist, greeting visitors and assisting them as needed and must also be willing to work extra hours as required during quarterly board meetings.

QUALIFICATIONS:

- High school diploma or GED.
- Two years experience in an office settings and familiarity with office procedures.
- Good typing and filing skills required.
- Knowledge of computer operation including Microsoft Word and Excel.
- Capable of handling multi-line phone system in a professional manner.
- Ability to meet the public in a pleasant businesslike manner.
- Willingness to learn and enhance skills.
- Familiarity with Bristol Bay economy and people is desired.
- Must have a valid Alaska Driver's License.

DUTIES AND RESPONSIBILITIES:

- Performs a variety of clerical tasks including typing, filing, faxing, photocopying, answering phone and delivering messages.
- Welcomes visitors by greeting them in person or on the phone; answering or referring inquiries.
- Operates postage meter, checking, logging and distributing incoming mail to appropriate personnel and programs on a daily basis.
- Responsible for routine office equipment maintenance i.e. filling paper, clearing paper jams, toner/paper replacement, etc. Respond to notice of repair needs.
- Maintains inventory and orders office supplies regularly.
- Responsible for maintaining the BBEDC Residency Database.
- Maintains safe and clean reception, lobby and kitchen area.
- Assists with the organization and preparation for board and committee meetings.
- Distribution of board packets and board mail outs.
- Assists with travel arrangements.

- Responsible for answering phone, forwarding calls and recording messages in a courteous businesslike manner.
- Maintains strict confidentiality of all corporation information and operations.
- Cross-trains for duties associated with the Administrative Assistant as needed.
- Other duties as assigned.

REPORTS TO:

Chief Administrative Officer

SALARY RANGE:

\$18.00 – \$20.00 per hour DOE

DUTY STATION:

Dillingham