JOB DESCRIPTION

Program:	**Indirect Cost**	**Position:**	**Receptionist**
Hiring Range:	**$40,000**	**Reports to:**	**Human Resources Director**
Supervises:	**0**		

Executive Director's Approval: _____ Approval Date: ___/___/_____

Summary: The receptionist will be the first point of contact for OCAB CAA Inc.'s central office and will provide administrative support across the organization. This individual will manage the flow of people through the business and ensure all administrative tasks are accurate, high-quality, and prompt.

Essential Duties and Responsibilities:

- Serve visitors by greeting, welcoming, directing, and announcing them appropriately
- Answer, screen, and forward any incoming phone calls while providing basic information when needed
- Receive and sort daily mail/deliveries/couriers
- Maintain security by following procedures and controlling access
- Perform other clerical duties such as filing, typing, and distributing Purchase Orders.

Education Requirements:

High school diploma or equivalent required; an associate's or bachelor's degree is a plus. A technical college degree with emphasis in business, administration, or related field of study is required. 1–2 years of experience in a front desk, customer service, or administrative role is preferred, though entry-level candidates with strong soft skills are considered.

Experience Requirements:

- Proven work experience in similar roles
- Proficient with Microsoft Office Suite
- Professional appearance
- Solid communication skills, both written and verbal
- Ability to be resourceful and proactive in dealing with issues that may arise
- Ability to organize, multitask, prioritize, and work under pressure

_____ _____

Employee Signature/Date Supervisor Signature/Date