



**JOB DESCRIPTION:
Receptionist
2024-2025**

Job Summary

The Receptionist assists the President, College Administrators. S/He is also responsible for receiving visitors to the Administrative Offices of the College, for providing communication, and for preparation of correspondence.

Organizational Relationship

The Receptionist is directly responsible to the President.

Qualifications

1. Experience in the use of computer word processing software.
2. Communication, writing, typing and English language skills.
3. Experience in office procedures and equipment.
4. Experience in office digital filing systems and college management software.
5. Commitment to provide a friendly welcome including willingness to work with others who are assigned to work in the same areas.
6. The ability to keep information confidential.

Responsibilities

1. Greet visitors and respond to their requests.
2. Operate the College telephone. Direct calls as required.
3. Design and maintain digital filing systems when requested.
4. Forward mail as instructed by students and distribute Quadplex student mail to student boxes.
5. Assist in completing projects assigned by College administration.
6. Assist in keeping contact data in Populi up to date.
7. Take minutes for weekly Administration and Staff meetings
8. Other duties as assigned.