



## RECEPTION ASSISTANT JOB DESCRIPTION

<b>Department:</b>	Business Office
<b>Supervisor:</b>	Receptionist, CFO
<b>Hours:</b>	Irregular; on an as-needed basis during business hours (M-F, 8-4:30)
<b>Pay:</b>	\$10.40/hour
<b>Start Date:</b>	Application review begins immediately and will continue until the position is filled.
<b>Summary:</b>	The Reception Assistant promotes and facilitates the work of AMBS by welcoming and directing campus visitors and students, providing information or referring to appropriate person, receipting payments, and other tasks as needed. Hours include the Receptionist's scheduled vacation days, employee meetings, and busy times such as conferences or events. Coverage requests may also be made in the event of the Receptionist's illness or emergency. Accommodations are made for class schedules, and multiple applicants may be hired with differing availability.

### Responsibilities and Duties:

- Welcome and direct campus visitors and guests
- Schedule meeting rooms, maintain calendar
- Meter outgoing mail, sort incoming mail
- Receipt payments, including handling cash and checks
- Order flowers and office supplies as requested
- Arrange airport pickups for visiting speakers and incoming students
- Reserve overnight lodging in AMBS guesthouses
- Distribute guest room keys and office keys
- Other duties as assigned

### Qualifications and Skills:

- A flexible schedule during AMBS' business hours
- Desire to welcome and assist others; personable
- Mastery of the English language
- Honesty and integrity in working with money
- Ability to maintain confidentiality
- Good telephone etiquette
- Reliable and self-motivated regarding the completion of daily tasks



- Ability to handle regular interruptions and shift focus as needed
- Proficient in computer and internet tasks such as Gmail, Microsoft Word, Excel, Google Calendar, and Google Suite (Shared Drives, Docs, Sheets, Forms, Contacts)
- Experience with office machines such as multi-line phone, mail meter, copiers, printers, fax, and credit card reader desired. Training provided as necessary
- Organizational skills with attention to detail
- Ability to appropriately navigate cultural differences and other diversity
- Commitment to undoing racism and/or similar initiatives required

### **Hiring Policy**

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

*Date description was written/updated: 9/27/2021*