



## Receptionist/Administrative Assistant Job Description

This position is also known as the Director of First Impressions! We are looking for a welcoming, helpful, efficient addition to our agency. This position not only serves as the face of our agency to our customers and guests but supports the administrative needs of the entire agency.

The ideal candidate will possess a professional demeanor and appearance, excellent interpersonal skills, and strong client service skills. Must be able to embrace challenges and overcome obstacles in search of creating efficiencies within a team environment. This position also requires a high level of confidentiality, accuracy, and attention to detail.

The primary duties are maintaining our front office operations, greeting customers and guests, providing administrative support to all departments, coordination of meetings and agency events, filing/scanning, maintaining supplies, and working on special projects as needed.

### Key Competencies

- Excellent verbal communication skills.
- Excellent organizational skills.
- Proficient in Microsoft Word and Excel.
- Ability to quickly learn a wide variety of new software systems.
- Ability to quickly learn and apply new concepts.
- Self-Motivated with the ability to multi-task.
- Accuracy and attention to detail.
- Ability to problem solve.
- Ability to work independently.
- Flexibility
- Confidentiality