



## Receptionist

### Summary

Provides quality customer service to all Council visitors and callers and strong clerical support to all agency departments

### Major responsibilities

- Greet visitors and carry out signing in procedure
- Direct calls promptly to appropriate extension
- Maintain a well-organized and welcoming reception area
- Maintain and update information displayed in the reception area, bulletin boards, mailroom and kitchen
- Assist in preparations for all mailings (inc. mail-merge), meetings and workshops
- Open and stamp incoming mail. Stamp all checks and give to Finance Department as soon as mail arrives and track them in cash flow.
- Assist all departments with phone calls as required.
- Assist all departments with data entry, logging applications, menus, etc
- Act as Safety Committee Member (inc. maintaining the emergency evacuation bag) in accordance with the Emergency Evacuation SOP
- Refill and order brochures, leaflets, etc for the display
- Water indoor and outdoor plants on a daily basis
- Assist office manager with outreach to board members in preparation for board meetings and board record keeping.
- Assist office manager with preparation of all staff meetings and compile meeting minutes

### Job Requirements

- Ability to follow directions
- Enter data accurately and efficiently in database
- Display very good customer service skills on phone and in person
- High School Diploma required. Business program, some college preferred
- Experience working with multi ethnic populations
- Bilingual/Spanish speaker preferred

**Reports to:** Office Manager

313 Central Park Avenue, Scarsdale, NY 10583

914.761.3456 Fax 914.761.1957 [childcare@cccwny.org](mailto:childcare@cccwny.org) Website: [ChildCareWestchester.org](http://ChildCareWestchester.org)

Member Agency – United Way of Westchester and Putnam, Inc.



**Classification:** Non-Exempt, Full-Time

**Salary Grade:** 1

**Disclaimer Clause:**

Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principle requirements of the position.

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