

Chaldean American Chamber of Commerce and Chaldean Community Foundation Job Description

Job Title: Receptionist/Administrative Assistant

General Purpose

Attend to visitors and deal with inquiries on the phone and face to face. Supply information regarding the organization to the general public and clients.

Key Competencies

- Excellent verbal and written communication skills
- Professional personal presentation
- Customer service orientation
- Information management
- Social Media Knowledge
- Basic Website Knowledge
- Organizing and planning
- Attention to detail
- Initiative
- Reliability
- Stress tolerance
- Ability to maintain confidential information

Education and Experience

- High school diploma required. Associates or Bachelor Degree Preferred
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications
- Knowledge of customer service principles and practices

Essential Responsibilities

- Greet visitors
- Answer telephone, screen and direct calls
- Take and relay messages
- Provide information to callers
- Direct persons to correct destination
- Deal with questions from the public and clients
- Ensures knowledge of staff movements in and out of organization
- Prepare meeting agendas and minutes for staff & committee meetings
- General administrative and clerical support
- Prepare letters and documents
- Receive and sort mail and deliveries
- Schedule appointments
- Update Organizations Websites
- Post on Organizations Social Media Platform