

Congressional Hispanic Caucus Institute, is in search of a motivated and skilled receptionist. Below is the job description for this position.

RECEPTIONIST

Job Title: Receptionist; Department: Finance; Reports To: Finance Manager; Manages the following positions: Non applicable; Status: Non-Exempt

POSITION OVERVIEW:

The Receptionist provides general office support with a variety of clerical activities and related tasks. She/he will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, and additional clerical duties to support the various departments of CHCI.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answers telephones and directs the caller to the appropriate staff member. He/she will transfer a caller to an employee's voice mailbox when staff is unavailable.
- Greets and directs visitors to the company in a professional, friendly, hospitable manner.
- Takes and retrieves messages for various personnel.
- Provides callers with information such as company address, directions to the company location, company fax numbers, company website, and other related information.
- Informs staff when an employee calls in sick or is running late.
- Should work with relief coverage to determine appropriate times for lunch and breaks.
- Places catering orders for program session, staff anniversaries and recognition events.
- Enters information in organization database as needed.
- Receives sorts and forwards incoming mail.
- Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Provides administrative support to the various departments of CHCI as needed.
- Makes photocopies, faxes documents and performs other clerical functions.
- Performs other duties as assigned by supervisor.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Practices effective organization in clerical tasks.
- Assists the staff during the organization's events.

QUALIFICATIONS AND REQUIREMENTS:

Minimum Education:

- A High School Diploma is required.
- Business school, Associate's degree or equivalent is a plus.
- 1-2 years of administrative experience.
- Solid knowledge of Microsoft Office Suite.
- **Bilingual - English / Spanish skills required.**

Analytical/Interpersonal Skills:

- Excellent organizational skills required.
- Strong verbal and written communication skills.
- A professional appearance and telephone manner is essential.
- Strong team player; works well under pressure.
- Must be a self-starter who understands the need for detail.
- Must be creative and flexible in order to respond quickly and positively to shifting demands and opportunities.
- Commitment to CHCI mission.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Please e-mail cover letter and Resume to:

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