



HARLEM RBI POSITION DESCRIPTION

JOB TITLE: Evening Receptionist
DEPARTMENT: Administration
REPORTS TO: Chief Financial and Administrative Officer
HOURS: Part-time

JOB SUMMARY: Assures efficient management of front desk operations and ensures efficient internal and external communication. The position exists to provide the first-point-of- contact to all outside callers and visitors and to ensure communication between staff and RBI stakeholders between the hours of 3-8 Monday through Thursday, and 3-7 on Fridays.

Key Areas of Responsibility:

- Greet youth, parents, visitors and guests.
- Communicates and problem solves issues with parents who call or visit, and relays information to appropriate staff person.
- Answers multi-line phone system and forwards calls appropriately.
- Handles all incoming and outgoing mail and deliveries (mail, messenger service, Fedex, etc.)
- Provides Administrative Support to Office Manager as needed (coordinating special events, ordering food, arranging transportation).

Qualifications/Requirements:

- Excellent Phone manner.
- Proficiency with computers including Microsoft Word, Access, Excel.
- Accurate typist.
- Excellent organizational skills & attention to detail.
- Friendly with a sense of humor.
- Bilingual (Spanish/English) preferred.

Salary: Commensurate with experience.

Please email a cover letter and resume to:
Trishon Crawford
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