



Receptionist & Administrative Assistant

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POSITION SUMMARY

The Receptionist & Administrative Assistant for the Community Education Building will greet all visitors to the building. This position is a primary point of contact for the CEB, schools and agencies housed within the building, promptly addressing their needs and directing them to the proper person or location they are seeking. This is a full-time position with full benefits and parking.

PERSONAL TRAITS AND STRENGTHS

1. Consistently displays warm and friendly demeanor
2. Excellent communication and people skills
3. Highly Organized
4. Self-Motivated
5. Flexible
6. Willing to assume responsibility without direct supervision and exercise sound judgment
7. Willing to work flexible hours when necessary and consistently on time
8. Excellent judgement when handling sensitive or confidential information

KEY SKILLS AND EXPERIENCE

1. Ability to work effectively with tenants, parents, visitors, delivery and service personnel, and volunteers
2. Ability to think logically with excellent attention to detail
3. Ability to act calmly under high levels of stress
4. Ability to manage multiple tasks simultaneously to consistently meet timeframes and deadlines
5. Minimum 3 years' experience in similar positions or comparable training
6. Highly proficient with Microsoft Office suite
7. Must have the ability and genuine interest to learn new systems and technologies
8. Excellent oral and written communication skills

KEY ROLES AND RESPONSIBILITIES

RECEPTIONIST

- a) Welcome all visitors, determine nature of business, and direct to proper locations
- b) Act as primary point of contact for external inquiries and telephone calls
- c) Maintain the reception area neat and presentable order
- d) Provide information to visitors such as directions, telephone numbers, program brochures, etc.
- e) Sort and prioritize CEB mail
- f) Maintain the copier

GENERAL ADMINISTRATIVE SUPPORT

- a) Provide administrative support including drafting and sending correspondence, information gathering, calendaring, special projects, etc.
- b) Build relationships with clients, guests, and other stakeholders at a high level on behalf of the CEB
- c) Manage inventory of office supplies



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- d) Manage inventory for, and maintain CEB hospitality station
- e) Make and confirm travel arrangements and coordinate submission of travel and other expenses for Executive Team
- f) Support the execution of CEB events and special projects as needed

QUALIFICATIONS

- High School Diploma; Associates Degree preferred
- Must pass criminal background check
- Ability to get to and from work reliably
- Bilingual Spanish/English- Preferred

This position description is not intended to be all-inclusive, and the successful candidate should expect to perform related duties as assigned by the supervisor.

EQUAL EMPLOYMENT OPPORTUNITY

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

TO APPLY

Please email a cover letter and resume to Aryn Barreiro at abarreiro@cebde.org.