



## Administrative Assistant/Receptionist

**POSITION TITLE:** Administrative Assistant / Receptionist

**EMPLOYMENT STATUS:** 35-40 hours Monday – Friday, occasionally Saturdays.

**Job Description:** Provides general office support with a variety of clerical, financial, and research activities or related tasks. The administrative assistant/receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, the flow of correspondence, requisition of supplies, research assistance on projects, developing and maintaining a professional relationship with constituents and sponsors, and numerous activities to directly assist the Creative Artistic Director.

**Duties and Responsibilities:** The employee is required to be able to perform the essential functions of the job with or without reasonable accommodations. Except as specifically noted, the following functions are considered essential to this position.

- Professionally answers telephones and direct the caller to the appropriate associate.
- Greet constituents and sponsors in a professional, friendly, hospitable manner.
- Type memos, correspondence, reports and other documents.
- Assist with other related clerical duties such as photocopying, scanning, filing and collating.
- Assists in the ordering, receiving, stocking and distribution of office supplies. Informs the supervisor prior to spending monies in excess of the budget.
- Receives, sorts, and forwards incoming mail.
- Assists in the set-up coordination of events and meetings from scheduling, reminder notices, necessary materials and documents provided, to ordering food.
- Makes travel arrangements for administrative staff to including hotel, car, and flight reservations/arrangements.
- Maintains financial records.
- Direct administrative support to the Creative Artistic Director.
- Other duties as assigned.

### Education/Training/Experience:

- High school diploma or GED. 6 months to 1 year of relevant experience preferred but not required.
- Knowledge of general office equipment: computers, scanners, copiers, etc.
- Knowledge of MS Office (Word, Excel, Outlook, Access)

### Other Skill Requirements:

- Must possess strong organizational skills
- Punctual
- Excellent verbal and written communication skills. Possess exceptional interpersonal communication skills. Able to work collectively with the administrative team associates.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Knowledge of general office equipment; adding machine, phone system, fax machine, etc.
- Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers and other departments

E-mail your letter of interest with resume and references to [INFO@UDCLAKELAND.COM](mailto:INFO@UDCLAKELAND.COM)  
and [JENNIXON@UDCLAKELAND.COM](mailto:JENNIXON@UDCLAKELAND.COM)