

Job Title: Receptionist/Office Assistant
Reports to: Director of Governance & Administration

The Receptionist/Office Assistant will provide exceptional customer service for telephone callers and office visitors. This full-time in office position will provide general administrative support for management and staff of Greater Houston Community Foundation, including preparing correspondence and other documents, filing, assisting with deposit of gifts, sorting, and distributing mail, scheduling appointments, and maintaining the appearance of the office.

Salary Range: \$42,000-\$44,000 (non-exempt hourly)

Interested parties should submit their cover letter and resume via our [online application form](#). We will contact those candidates who most closely match our requirements.

Job Responsibilities during the business hours of 8:30am-5:00pm Monday-Friday

- Promptly and courteously answer all incoming calls and process as required
- Schedule conference rooms, greet visitors with a positive, helpful attitude; offer refreshments and alert staff as appropriate
- Receive, sort and distribute daily mail/deliveries
- Prepare meeting notices and materials, make meeting arrangements, and document proceedings as requested
- Support staff by preparing meeting rooms as requested
- Support staff by arranging meetings and other appointments as requested
- Stock office supplies and monitor supply
- General office filing as needed
- Assist in maintaining appearance and organization of common office areas
- Prepare daily deposit of gifts, making deposits and forwarding documentation to Donor Services Department
- The person in this position constantly communicates with clients and must be able to exchange accurate information in these situations
- Other duties as assigned

Qualifications and Experience

- Excellent written and oral communication skills
- Punctual, organized and practices excellent time-management skills
- Ability to multi-task and respond to deadlines
- A professional, confident, team-oriented, and mature approach to work
- Ability to be resourceful and proactive when issues arise
- Proficient computer skills with Microsoft Office including Word, Excel, PowerPoint
- Ability to handle detailed and confidential information

Physical Requirements

- Ability to lift, carry, push, pull or otherwise move files up to 5 pounds frequently and up to 20 pounds occasionally
- Ability to stoop, kneel, crouch or reach frequently
- Ability to remain in a stationary position 85% of the time
- Ability to move about inside the office to access file cabinets, office machinery, etc. 15% of the time

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Greater Houston Community Foundation is an Equal Opportunity Employer and does not discriminate against a job applicant or an employee because of a person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information. Greater Houston Community Foundation does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.