



Job Description
Part-Time Receptionist
March 2018

The Receptionist is responsible for answering phones and opening the main door via the security system to members, students, visitors and also:

- Answer questions from members, students, and prospective members.
- Take messages for all AFDC staff and ensuring they are delivered to the right person
- Transfer calls to staff and to the executive assistant when someone asks for the executive director
- Provide solutions for problems encountered by members and students
- Take membership registrations
- Take class registrations by telephone and in-person as needed
- Answer basic questions about classes and educational programs
- Help distribute textbooks to students.
- Be knowledgeable about all upcoming cultural events
- Answer questions about events
- Take event reservations by telephone and in person.
- All shifts includes: checking out classrooms and troubleshooting if necessary with Smart Boards and otherwise helping daytime teachers who may need help or copies; also checking restrooms for hand towel and toilet paper as well as the cafeteria and replenishing if and when necessary
- If asked, the receptionist may need to liaise with contractors or welcome board members and visitors
- If asked, the receptionist may be helping to prepare reports with information and or data provided to him or her.

Necessary Skills:

- **Bilingual French-English:** this position requires excellent written and verbal skills in both languages.
- Excellent communication and interpersonal skills.
- Computer skills: expertise at Microsoft Office Suite required (Advanced XLS, Outlook, Publisher and Word in particular)
- Ability to lift 50lbs.

Hours to be filled:

- Monday thru Thursday, 9:00am to 12:30pm or 5:00pm to 8:30pm (by rotation)
- Saturday: 9:00am thru 4:00pm

Compensation:

\$15/hour