

## Job Description

**Title:** EHS Receptionist  
**FLSA Status:** Non-Exempt  
**Date:** \_\_\_\_\_

**Department:** Early Head Start  
**Reports to:** Early Head Start VP  
**Approved:** \_\_\_\_\_

### Job Summary:

Under the direct supervision of the EHS VP, the Receptionist provides telephone support to the Coalition staff.

### Essential Duties and Responsibilities:

- Answers multiple telephone lines in timely manner and directs calls to appropriate staff
- Greets all visitors and vendors
- Directs visitors to office staff as required
- Logs and signs for all incoming Fed-Ex, UPS, DHL, and registered mail
- Checks voice mail messages and transfers to appropriate employees
- Monitors employees who are out of the office for call forwarding purposes
- Distributes mail or any other office related products to staff
- Assists with office supply orders and inventory
- Enforces our "No Soliciting" rules and reports any unruly persons to management
- Knows staff titles and new office personnel extensions
- Performs related duties as required

### Skills and Abilities:

- Accountability
- Excellent interpersonal skills
- Excellent communication skills, both written and oral (English and Spanish)
- Ability to work effectively with a diverse population

### Computer Equipment and Software Requirements:

- Microsoft Office Suite

### Experience and Training:

- High School Diploma or Equivalent
- Minimum of 1 year of administrative experience
- Training, education and/or experience may be substituted for certain minimum qualifications

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date