



Job Title	Receptionist
PVN ID	VC-2209-005076
Category	Clerical/Office Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Office Administration
Status	Part Time
Hourly Rate	\$20.00-\$20.00
Hour(s) a Week	16.00
Closing Date	Sep 29, 2022 (Or Until Filled)

General Description

Under the supervision of the Office Manager, the part-time Receptionist will provide relief coverage for the full-time receptionist. The incumbent's duties will include:

- Greeting and welcoming guests as soon as they arrive at the office and directing them to the appropriate staff.
- Answering, screening, and forwarding incoming phone calls and addressing all related inquiries as applicable.
- Maintaining office security by controlling access via the reception desk.
- Assisting the Office Manager with other clerical receptionist duties such as ordering office supplies, scheduling meetings, and organizing the office.

Other Duties

Qualifications

- Prior experience as a Receptionist.
- Proficiency in Microsoft Office Suite.
- Strong written and verbal communication skills.

- Ability to perform medium physical effort in the organizing of the office.