

JOB DESCRIPTION

TITLE: Front Desk Coordinator

DEPT: Headquarters (Fairbanks, AK)

REPORTS TO: Executive Assistant

WAGE RANGE: DOE

POSITION OBJECTIVES:

The Front Desk Coordinator will manage the company's lobby area to include answering incoming calls, receiving and directing all guests, and incoming and outgoing mail. Handle special administrative projects, as well as overflow work from the Administrative Assistant and Executive Assistant.

ESSENTIAL FUNCTIONS:

1. Answer phone, direct calls and greet visitors
2. Assist with the maintenance of electronic filing system
3. Monitor and order office supply inventory
4. Monitor and maintain operation of office machines
5. Provide support to administrative departments and prepare correspondence
6. Responsible for sorting and distribution of incoming mail and handling of outgoing mail
7. Maintain workroom areas
8. Boardroom scheduling
9. Other duties as assigned

JOB SPECIFIC COMPETENCIES:

1. Ability to work with little or no supervision.
2. Ability to manage time effectively when accomplishing tasks, projects and goals.
3. Ability to maintain confidential, sensitive or proprietary information.
4. Ability to listen, write and speak effectively, and positively relates and interacts with co-workers and others.
5. Ability to multi task and support various departments.
6. Familiar with business office equipment such as copiers, printers and fax machines.
7. Proficient in the use of Microsoft Office applications.
8. Type a minimum of 40 wpm.

REQUIRED QUALIFICATIONS:

1. High School diploma or equivalent required
2. Valid State of Alaska driver's license
3. Must be eligible to work on a military installation in Alaska

PREFERRED QUALIFICATIONS:

1. 1 year experience with basic PC proficiency and familiarity with MS Word, Excel, and PowerPoint.
2. 1 year experience using a multi-line phone system answering and directing inquiries in an organization with a high volume of calls.
3. 1 year experience in operating office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.

CONDITIONS AND ENVIRONMENT:

The majority of the work is performed in a professional office setting. The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than 40 pounds. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities.

HOURS OF WORK:

Position requires a minimum of 40 hours per week (normal office hours are 8:00 am to 5:00 pm, Monday-Friday) with hours in excess of 40 per week as needed.

EMPLOYMENT CLASSIFICATION:

Non-Exempt/Full-time Regular

Employee Signature

Date