HERITAGE CONSERVANCY
Job Description

Job title:	Receptionist/Administrative Assistant
Department:	Finance & Administration
FLSA Status:	Non-Exempt / Full Time
Reports to:	Executive Projects & Aldie Mansion Manager
Direct Reports:	None
Effective Date:	4/7/2021

Position Summary:
To provide a friendly and welcoming environment for all visitors, tenants, and staff while also performing administrative support for Heritage Conservancy Staff.

Essential Functions:

Front Desk & Administrative Assistance Responsibilities
- Achieve a friendly and inviting lobby environment.
- Maintain close coordination of calendars and room schedules—provide directional assistance for meeting guests.
- Assist other HC staff with coordinating set up and refreshments for meetings and events.
- Check-in volunteers and connect them with the appropriate manager.
- Provide assistance for guests and vendors of our building tenants.
- Answer phone and voice mails. Forward calls onto appropriate staff and tenants.
- Receive, sort, open mail, scan checks and email deposit information to appropriate staff.
- Print postage and assist with mailings.
- Take outgoing mail to post office at the close of business.
- Receive package deliveries for staff and tenants and notify recipients.
- Serve as photo copier point person for staff and act as liaison with service provider.
- Serve as phone system point person for staff and act as liaison with service provider.
- Organize and maintain the Mail Room and Supply Closet.
- Keep inventory of lobby brochures and notify Communications Manager when low stock.
- Track inventory of all HC books.
- Update and maintain inventory of letterhead and replenish when needed.
- Place orders for office supplies.
- Maintain mail room calendar, staff vacation calendar, keep track of out of office staff.
- Provide administrative support: format letters and reports, create PDF documents, and print manuals/packets.
- Create and order nametags and business cards.
- Update and maintain staff birthdays list; phone directory; emergency contacts and other lists.
- Work on special projects and perform other essential duties as assigned.

Essential Skills, Requirements, Education and Experience:
- Minimum High School diploma with commercial courses, business school or equivalent experience.
- BA or BS degree in business administration preferred.

Physical Requirements and Demands:
The physical requirements and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Must be able to handle confidential matters.
- Must be able to use multiple telephone system, photocopier, fax machine, computer and motor vehicle.
- Must have own car, automobile insurance and a valid driver's license to assist with refreshment pick-up for meetings.
- Must be able to welcome guests by 8:30AM.
- Regular attendance.
- Frequently hear and listen, speak and read.
- Frequently display a general learning ability while understanding & following oral and/or written instruction.
- Continuously comprehend and understand meanings of words and ideas associated with them.
- Frequently use hands to handle, reach, feel and type.
- Frequently walk, stand and sit.
- Continuing specific vision abilities include adjusting focus, both close & distance vision, in addition to color vision.
- Occasionally required to lift and/or move up to 20 pounds.

This job description is intended to convey information essential to understanding the scope of this position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.