

# JOB DESCRIPTION

## RECEPTIONIST – Part-time



Facility Name:	<b>VENUWORKS OF CHESAPEAKE, LLC &amp; CHESAPEAKE CONFERENCE CENTER</b>
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### JOB INFORMATION

Job Title:	Receptionist – Part Time	Department:	Admin
Reports To:	Deborah Malenda	FLSA Status:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Prepared By:	Deborah Malenda	Date Prepared:	8/14/2023
Approved By:	Donna Cannatella	Approved Date:	8/15/2023

### SUMMARY

Executes receptionist & administrative duties to assist facility staff.

**ESSENTIAL DUTIES** include the following. Other duties may be assigned.

1. Answers incoming telephone calls, determines purpose of call and forwards calls to appropriate personnel or department. Is the voice of VenuWorks of Chesapeake, LLC and the professional first impression.
2. Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable. Handles reservation lists for in-house events.
3. Answers questions about organization and provides callers with address, directions, and other information.
4. Creates and prints memos, correspondence, reports, and other documents as assigned.
5. Assists Sales Team with administrative activities including research as required, booking facility, and collection of Facility Use Agreements and applicable fees.
6. Welcomes visitors and clients to conference center, sign in & out procedures.
7. Assists with box office operations including ticket sales, collection, and manifest development.
8. Performs other clerical duties as needed, such as filing, photocopying, collating and copier supplies, boardroom reservations and a/v operation, and office supplies.
9. Composes and prepares confidential correspondence, reports, and other complex documents as directed. Receives and sorts mail to correct department.
10. Overlap and/or works hours for other receptionist to provide seamless coverage of front administration office.
11. Perform other tasks as assigned.

### SUPERVISORY RESPONSIBILITIES

None

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

1. High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.
2. Experience working in a computer network environment utilizing Microsoft Word and Excel programs.
3. This position requires excellent written and verbal skills, as well as creative thinking and problem solving skills.

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### **LANGUAGE SKILLS**

1. Ability to write reports, business correspondence.
2. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
3. Ability to speak and understand English.

### **MATHEMATICAL SKILLS**

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

1. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously.
2. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
3. Ability to remember previously learned material such as specifics, criteria, techniques, principles and procedures.
4. Ability to put parts together to form a new whole or proposed set of operations.
5. Ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decisions based on best and most important choice.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Applicant must possess current, valid driver's license and a current working telephone with a number that can be accessed by building management personnel for contact purposes.

### **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.

1. While performing the duties of this job, the employee is regularly required to talk or hear.
2. The employee frequently is required to sit and reach with hands and arms.
3. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.
4. The employee must occasionally lift and/or move up to 25 pounds.
5. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here 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.

1. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles.
2. The noise level in the work environment is usually moderate.

### **CONCLUSION**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

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I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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