

**SOUTHEAST ARKANSAS ECONOMIC DEVELOPMENT DISTRICT
JOB DESCRIPTION**

JOB TITLE: **Office Assistant / Receptionist**

LOCATION: **Southeast Arkansas Economic Development District, Inc.
721 S. Walnut Street, Pine Bluff, Arkansas 71601**

SUPERVISOR: **Executive Assistant**

CLASSIFICATION: **Full Time, Non-Exempt**

DESCRIPTION:

The Receptionist shall be responsible for greeting visitors, answers the telephone and answers general information requests. This position also monitors deliveries, pickups, maintains the front office and assists with various administrative duties.

RESPONSIBILITIES/DUTIES:

- Monitors office postage machine: service contracting, loading postage, approval of invoices.
- Coordinate scheduling of office building meetings and functions.
- Maintain Office Supplies Inventory.
- Answer the phone in a timely manner.
- Direct calls to the appropriate staff member.
- Greet visitors.
- Accept packages.
- Assist staff with packages and take to USPS, FedEx, UPS.
- Pick up and take mail.
- Distribute and stock supplies.
- Assist staff with copies, office clerical, and mailouts.
- Responsible for appearance of copier room including paper and toner in copier.
- Responsible for appearance and upkeep of front office, kitchen, and bathrooms.
- Set up meetings at SEAEDD Office.

SKILLS/QUALIFICATIONS:

- Required education and experience High school diploma with one year of administrative experience but preferred education and experience Associate degree with two years of related experience.
- Proficient in reading, speaking and writing the English language
- Proficient in Microsoft Office suite
- Dependable
- Able to learn quickly, and adapt to a fast-paced environment
- Excellent verbal and written communication skills

- Excellent organizational skills, multitask and prioritize work
- Proven admin or assistant experience
- Attention to detail and problem-solving skills

SPECIAL WORK CONDITIONS

Ability to operate a motor vehicle and travel in state.

Southeast Arkansas Economic Development District, Inc is an Equal Opportunity/Affirmative Action Employer.