Title: Office Assistant/Receptionist (Casual Position, No Benefits)
Department: Human Resources
Reports to title:
Full Time: ___ Part Time: X Date Prepared: 10-22-19
Job Group & Level: CA Regular Daily Work Schedule: ___ to ___
Pay Type: Weekly X Monthly _____ Months Per Year: ______ Hours Per Week: 19
(Summer Months) Months Per Year: ______ Hours Per Week:

1. Summary of Position:

The Office Assistant/Receptionist serves as the first point of contact for the Office of Human Resources (OHR). Greets and directs staff, faculty, students, service providers, applicants and other visitors to the appropriate Human Resources Representative. The Office Assistant/Receptionist answers telephone calls and provides information in a courteous and professional manner. Performs general clerical duties, including filing and assisting other areas within the department as needed. Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

Office Support (55%)
- Responds to emails received in the HR inbox
- Distributes mail to the appropriate individuals
- Assist with new hire paperwork including creating new employee files
- Provides general clerical duties including copying, filing, creating new employee files, and assembling new hire paperwork / benefits packets
- Answers requests for status of applications in Interfolio
- Updates information on the HR website as needed

Reception (40%)
- Greets all visitors in a courteous and professional manner, and directs them to the appropriate OHR Representative
- Answers phone calls, takes messages and provides information, as appropriate
- Ensure that reception area is stocked and maintained

5% Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.
3. **Internal-External Interaction/Communication:**

Straightforward operational interactions/communications such as providing, obtaining, and receiving information.

4. **Education:** (include certifications and licenses) Required:

High school diploma or equivalent

Preferred:

5. **Experience:** (List specific skills necessary to perform this job) Required:

- 1 year of related experience
- Sensitivity to issues of confidentiality
- Attention to detail
- Strong organizational, time management, interpersonal, customer service, and written and verbal communication skills
- Proficient in Microsoft Office and ability to learn new software
- Commitment to working with a diverse and inclusive community

Preferred:

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Routinary motions including hands, fingers, and wrists
Visual — normal concentration
Lift, carry, push, and/or pull up to 20 pounds

7. **Decision Making:**

Performs assigned tasks; work is generally routine

8. **Supervision Exercised/Received:**

Considerable supervision received

Supervisory Responsibility:  Yes _________  No  X_______
Number of Employees Supplied: _______