

ESSENTIAL FUNCTIONS:

1. Demonstrates a high level of professionalism, professional appearance and attitude.
2. Greet and direct visitors.
3. Excellent multi-line telephone skills.
4. Ability to type business letters, transmittals, and other documents, as necessary.
5. Performs general clerical duties, including but not limited to filing, photocopying, faxing, and mailing.
6. Oversee and coordinate incoming and outgoing facsimiles.
7. Receive incoming packages and deliveries and route to appropriate party.
8. Prepare packages for timely mailings of Federal Express, Airborne Express, and On Trac, and replenish supplies when needed.
9. Order lunches and ensure delivery or pick up for scheduled appointments as requested.
10. Assist HR Manager in coordinating travel arrangements for employees.
11. Assist HR Manager with scheduling seminar and workshop trainings for employees.
12. Assist HR Manager with monthly All Staff meetings.
13. Update and distribute new phone list, add name to mailbox slot, and ensure desk supplies are available for new employees.
14. Maintain cleanliness of kitchen, lobby, and conference rooms.
15. Oversees conference room scheduling and set up and clean up.
16. Performs all other assigned related duties.

SKILLS, KNOWLEDGE & ABILITIES:

1. Computer literacy with knowledge of Microsoft Word, Outlook and web research.
2. Excellent verbal and written communication skills.

PHYSICAL DEMANDS: The physical demands described here are representative to 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. Regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. Perform some repetitive motion activities.
3. Sit for long periods of time.
4. Ability to lift 25 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

DESIRED EDUCATION AND EXPERIENCE:

1. High School diploma and a minimum of one to three years front desk reception, office administration support, preferred.
2. Possession of a valid Class C California Driver's License.

HOURS: FLEXIBLE: 20 to 24 hours a week

SALARY: \$12.00 Hour (no benefits)

APPLYING PROCESS: If you are interested in applying for this position, please email a letter of interest and a resume to careers@carlilemacy.com

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