

BOUTIN JONES INC.

Job Description: Receptionist

Boutin Jones Inc. is looking for a receptionist to perform various reception and administrative duties as outlined below. This is a full-time position with competitive pay and benefits. Interested applicants should send their resumes to Recruiting@BoutinJones.com.

RESPONSIBILITIES:

This position requires a friendly, helpful personality. You must be able to interact well with clients, staff and management.

Under direct supervision of the Executive Director:

- Maintains a pleasant and professional appearance.
- Greets and directs visitors.
- Handles all incoming calls.
- Keeps reception area and main conference rooms neat.
- Replaces newspapers and periodicals in reception area daily.
- Performs clerical duties: general correspondence; set up files, update Excel spreadsheets.
- Maintains online calendar for conference room scheduling.
- Maintains fax machine, distributes electronic inbound faxes.
- Distributes priority messages.
- Maintains log for deliveries.
- Serve as backup for Office Services Support staff maintaining kitchen cleanliness (make coffee, rinse dirty dishes, empty coffeemakers, etc.).

MINIMUM QUALIFICATIONS

- Basic clerical/computer skills
- Beginning/Intermediate knowledge of Microsoft Excel, Word and Outlook
- Telephone answering skills
- Ability to maintain discretion
- High School diploma