

## **Job Description**

**Job Title:** Receptionist & Office Coordinator

**FLSA Status:** Non-Exempt

**Department:** Human Resources

**Band:** 5

**Report to:** Human Resources Manager

**Work Hours:** Full-Time

**Date:** April 1, 2018

## **Job Responsibilities**

### Reception Duties:

- Greet & direct all guests upon their entering the office, Redeemer, Redeemer CTC, and HFNY.
- Efficiently manage incoming calls and emails, and respond to inquiries or forward to appropriate staff.
- Manage relationships with all delivery personnel, and sign for deliveries.

### HR/ Office Administrative Supports:

- Communicate important building/office information and announcements with staff.
- A point person for general office needs and requests. Responsible for coordinating office requests.
- Order general office supplies (non-technology) and kitchen supplies.
- Maintain organization in public areas and perform regular check ups, 2-3 times/ \day (lobby, kitchen, lounge, supplies closets, printer areas, conference rooms).
- Coordinate vendor visits with building security (action notice forms and COI's).
- Create and distribute keys and keycards; communicate security login credentials
- Manage filing cabinet and office key distribution.
- Pay vendor bills.
- Coordinate regular refrigerator cleaning.
- Work with supervisor to manage office cleaning and other office management related vendors.
- Support HR in coordinating All-Staff Monthly Lunch and other events as needed.
- Distribute incoming mail and outgoing mail and packages
- Update monthly postage reports for Finance team.
- Responsible for routine and emergency maintenance of office equipment, kitchen equipment and water lines (plumbing).
- Complete monthly insurance bill journals.
- Maintain data in TouchPoint (manage all-staff list, enter Sunday guest cards and attendance, update addresses).
- Provide Human Resources (HR) administrative support to HR team.



- Conduct monthly fire extinguisher inspections.
- Maintain staff directory and Office Support page on staff intranet.
- Work with HR Director on bed-bug inspections
- Oversee facilities projects
- Oversee USPS account and pay annual fees
- Assist with A/V setup in conference rooms when needed
- Act as liaison between Redeemer and building management
- Manage property removal passes
- Coordinate and send out staff update
- Manage cable sign out
- Manage lost and found drawer
- In charge of K9 inspection (need to come in by 7:30am for the day, once a month or every other month)

### **Qualifications**

- Need to embrace Redeemer's vision and have a gospel-oriented heart for New York City.
- High school diploma, GED, or equivalent.
- Previous experiences a plus.
- Must be a dependable team player and self-starter with ability to take initiative.
- Strong problem solving and decision-making skills: ability to deal with demanding and challenging people and adapt to changes and maintain professionalism during crisis or any unexpected situations.
- Proficient in MS Office applications (Word, Excel, PowerPoint, etc.), Google Drive apps, and internet.
- Excellent communication and interpersonal skills.
- Strong organizational skills (attention to detail and organizational skills).
- Ability to handle multiple tasks.