

Receptionist

Position Summary:

Reporting directly to the CEO of Advance Albany County Alliance Local Development Corporation (AACCA), the Receptionist provides all receptionist and clerical duties at the desk of our main entrance. The Receptionist serves as the "face" of the company for all the visitors and will be responsible for the first impression we make.

Essential/Primary Responsibilities:

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Maintains telecommunications system.
- Informs visitors by answering or referring inquiries.
- Directs visitors by maintaining employee and department directories.
- Operates telecommunication system by following manufacturer's instructions for house phone and console operation.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

Qualifications / Skills:

- Telephone Skills
- Verbal Communication
- Listening
- Professionalism
- Customer Focus
- Organization
- Informing Others
- Supply Management

Education and Experience Requirements:

- University/college degree is an asset but not required
- 3 years' experience in a modern office setting utilizing computer for word processing, database or spreadsheet applications
- Familiarity with phone systems
- Previous experience with Microsoft Office software preferred

Working Conditions/Other Data:

- In Office Working Model
- This position is located in Albany, NY.

Salary and Benefits: Salary range is \$40,000 to \$50,000 depending on qualifications and experience. AACCA has an excellent benefits package, including generous health, leave, and retirement programs. Job sharing option will be considered.

Applications: Please submit a resume and cover letter to Kevin O'Connor, CEO at Advance Albany County Alliance at Kevin.OConnor@albanycountyny.gov.

Advance Albany County Alliance Local Development Corporation is an equal opportunity employer.