

Receptionist

Position Summary:

The Advance Albany County Alliance, LDC (AACCA) based in Albany, New York is seeking a skilled Receptionist to manage day-to-day support for our front office. The ideal candidate is a professional, reliable and has a strong understanding of office administration and excellent communication skills. You will report to the Executive Assistant.

Essential/Primary Responsibilities:

- Greet and welcome guests as soon as they arrive at the office.
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable.
- Provide basic and accurate information in-person and via phone.
- Receive, sort and distribute daily mail/deliveries.
- Order front office supplies and keep inventory of stock.
- Perform other clerical receptionist duties such as needed.
- Contributes to team effort by accomplishing related results as needed.

Requirements:

- Must have Microsoft Office knowledge.
- Strong written and verbal communication skills with ability to handle confidential information.
- Professional attitude and appearance with a customer service focus.
- Multitasking and time-management skills, with the ability to prioritize tasks.
- Must be detail orientated.
- Excellent organization skills.
- Administrative experience – 3 years
- Ability to sit for long periods for reception area coverage.
- Ability to lift to 20 lbs.
- BS/BA degree is preferred.

Working Conditions/Other Data:

- Monday to Friday 9:00 am to 5:00 pm
- This position is in Albany, NY.
- This role is not remote.

Salary and Benefits: Salary range is 40,000 - \$50,000 commensurate with qualifications and experience. AACA has an excellent benefits package, including generous health, dental, leave, and 401K.

Applications: Please submit a resume and cover letter to Antionette Hedge, Executive Assistant to CEO at Advance Albany County Alliance at ADukes-Hedge@advancealbanycounty.com

Advance Albany County Alliance, LDC is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are committed to providing employees with a work environment free of discrimination and harassment.