

## **JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>Receptionist</b>
<b>DEPARTMENT:</b>	<b>Membership</b>
<b>REPORT TO:</b>	<b>VP of Membership</b>
<b>WAGE CATEGORY:</b>	<b>Non-Exempt</b>

### **JOB STATEMENT:**

In addition to being the “Ambassador of First Impressions” at the Vegas Chamber Smith Center office, this Concierge/Receptionist opportunity includes the responsibility of welcoming team members, organization members and visitors upon arrival (typically 8 AM to 5 PM weekdays). Responsible for working closely and collaboratively with the VP of Membership, Director of Sales and Events Manager to support with calendar management, project deadlines and other administrative support as needed.

### **ESSENTIAL FUNCTIONS / OBJECTIVES:**

- Responsible for executing duties assigned by VP of Membership to meet the objectives of the above job statement
- Interfaces with VP of Membership, Director of Membership and Events Manager to coordinate advance communications & logistical planning for day-to-day tasks & events
- Maintains divisional files, records, correspondence, rosters, databases as they relate to the membership and events team
- Handle all incoming traffic, calls, mail, etc. into the Vegas Chamber
- Performs certificate of origins and notary services as requested by members at the office
- Actively supports and participates in Chamber events and functions as needed, to include Audio Visual connectivity, and Zoom meeting coordination and set up
- Assists Operations Manager with check logs, supply inventory, processing new member Office Depot set ups and application join date verifications/corrections
- Active weekly involvement in Atlas/MC Trade report analysis and corrections
- Other duties as required/assigned

### **JOB SPECIFICATIONS:**

- Full-time position with ability to work flexible hours, as needed for early morning and evening meetings and functions
- Professional appearance and demeanor representing the Chamber
- Attends to detail, employing collaborative skills for Vegas Chamber Team inclusion and results
- Excellent grammar, verbal and written communication skills
- Capable of maintaining sensitive/confidential information
- Self-starter with ability to work in a fast-paced office environment
- Strong demonstrated administrative assistant experience
- Ability to organize and manage several priorities simultaneously
- Excellent time management skills
- Proficient in MS Word (to include mail merge), MS Excel, and MS Outlook
- Positive, friendly, and outgoing personality, providing customer service excellence