
Job title	<i>Receptionist – Part-time</i>	FLSA Classification	<i>Non-exempt, Hourly</i>
Reports to	<i>Office Administrator</i>	Date Approved	

Job Purpose

The Receptionist is the first point of contact in the Office or on the phone, mail and email. The position also performs a variety of clerical and administrative tasks supporting the administration of the Expo Center. Under the direction of the Office Administrator, supports all staff as needed. Responsible for confidential and time-sensitive material.

Essential Functions

- Create a welcoming environment, greets visitors, answers inquiries, screens, directs calls, and emails. Maintain accurate records of visitor requests and calls received.
- Act as cashier /perform ticket sales transactions with customers accurately and efficiently.
- Track all ticket returns and refunds.
- Maintain the reception area in a neat and tidy manner.
- File documents including invoices, checks, purchase orders, and departmental documents
- Receive, sort, and distribute the mail
- Verifying funds for deposits
- Operate and maintain general office equipment including computer, copy machine, and fax machine. Make and distribute copies.
- Restock office supplies and report inventory levels
- All other duties as assigned

Qualifications

- 1-2 years of experience in a similar position
- 1-2 years of experience in cash handling
- Excellent verbal and written communication skills and managing relationships
- Excellent interpersonal and customer service skills, phone etiquette
- Proficient in Microsoft Office Suite or related software
- Excellent organizational skills, prioritization, and attention to detail
- Ability to multi-task and work with a large number of customers
- Basic understanding of clerical procedures and systems such as recordkeeping and filing
- Ability to work independently
- Flexibility to work days, evenings, and weekends
- Ability to read and comply with directions in English text such as printed departmental procedures, and Safety Data Sheets.

Job Description – Receptionist PT

- Ability to understand directions verbally English; Bilingual English/Spanish a plus
- Have a valid Texas Class C driver’s license

Working Conditions

This job is performed primarily in an office environment Monday through Friday, 20-30 hours per week however, support of events may require regular evening and weekend work. This position requires occasional periods of working outside in extreme weather conditions.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer
- Occasionally lift up to 15 pounds at times

Approved by:	
Date approved:	
Date of Previous Review:	

Ideally, a job description should be reviewed annually and updated as often as necessary.