

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

### Job Purpose

The Teller is responsible for verifying all funds for deposit. 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

- Track all ticket returns and refunds.
- 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.
- Ability to understand directions verbally English; Bilingual English/Spanish a plus
- Have a valid Texas Class C driver's license

### Working Conditions

## Job Description – Receptionist PT

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

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Date of Previous Review:</b>	

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