



Administrative Assistant / Receptionist

Position: Administrative Assistant / Receptionist **Reports to:** Director of Administration

Job Type and Status: Full Time, Non-Exempt

Job Summary

Administrative Assistant/Receptionist works under the supervision of the Director of Administration as a member of the agency's team providing the highest quality of service to our clients, guests, and visitors. The position is responsible for operating and coordinating the day-to-day administrative duties of the reception area at the main office in Rochester, NY.

Responsibilities

Responsibilities of the Administrative Assistant/Receptionist include, at minimum:

Welcoming clients, guests, or visitors by directing them to the personnel, conference room or meeting room they are visiting.

Using a multi-line phone, answering and forwarding phone calls and voice messages to appropriate recipients.

Entering information and appropriately handling documents received from clients.

Receiving and distributing incoming mail and other correspondence.

Keeping detailed and accurate records of guests or visitors.

Maintaining security by following procedures, policies, monitoring logbooks, and issuing visitor badges.

Receiving and recording all check payments for submission to the Finance Department.

Education and Experience

High school diploma or general education degree (GED) required with 5 years of experience in an office environment or equivalent; or an Associate Degree in Human Services/Management/ Business Administration with 3 years of experience; or a Bachelor's Degree with 1 year experience.

Additional Requirements or Qualifications

Requires a commitment to respect and support inclusiveness and diversity including but not limited to individuals of different backgrounds, cultures, races, ages, sexual orientations, gender identities or expressions, experiences, opinions, etc.

Proficiency in MS Office, with exceptional knowledge of Excel, Word, and PowerPoint.

Valid NYS Drivers' License and clean driving record; regular daily use of a reliable vehicle.

Bilingual preferred: Fluent in Spanish (reading and writing)



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Schedule

Monday to Friday.

Location

Rochester, NY; in-person.

Benefits Include

- Health Insurance
- Dental Insurance
- Life Insurance
- Flexible Spending Account
- 403(b)
- Earned Time Off
- Sick Time
- Paid Family Leave
- Supplemental Short-Term Disability

Child Care Council, Inc. is an equal opportunity employer.

To apply, submit a resume and optional cover letter to the Human Resources Manager at:
HR@childcarecouncil.com.