



Job Title: Receptionist/Administrative Assistant
Department: Operations
Reports To: Office Manager
FLSA Status: Part-time/hourly
Supervises Others: No

JOB SUMMARY:

As a part-time Receptionist/Administrative Assistant at Visit Huntington Beach, you will be the first point of contact for the company and you will provide administrative support across the organization. You will handle the flow of people through the business and ensure that all receptionist responsibilities are completed accurately and delivered with high quality and in a timely manner. You will work 32 hours/ week maximum, typically from 9:00am to 4:00pm.

Duties of the Receptionist/Administrative Assistant:

- Serve visitors by greeting, welcoming, directing and announcing them appropriately
- Answer, screen and forward any incoming phone calls while providing detailed information about Huntington Beach when needed
- Receive and sort daily mail/deliveries/couriers
- Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)
- Data entry duties including:
 - Inputting text based and numerical information from source documents
 - Compiling, verifying accuracy and sorting information according to priorities to prepare source data for computer entry
 - Reviewing data for deficiencies or errors, correcting any incompatibilities if possible and checking output

- Special project assistance when needed
- Maintain lobby and kitchen areas
- Perform other clerical receptionist duties such as filing, photocopying, collating, etc.

Requirements of the role

- Proven working experience in a front office handling receptionist responsibilities
- Proven data entry working experience
- Typing speed and accuracy
- Proficient with Microsoft Office Suite
- Professional appearance
- Solid communication skills both written and verbal
- Trustworthy with a positive attitude
- Self-motivated with an eye for detail
- Ability to be resourceful and proactive in dealing with issues that may arise
- Experience working with a diverse workforce
- Familiarity with the Huntington Beach area and partners of Visit Huntington Beach
- Ability to organize, multitask, prioritize and work under pressure

EDUCATION and / or EXPERIENCE:

- Some college and/or equivalent work experience in a similar capacity

COMPUTER & EQUIPMENT SKILLS:

- Microsoft Office Suite
- E-mail
- Internet software
- CRM/CMS
- Use typical office equipment (computers, fax, phones, copiers, audiovisual, iPads)

PHYSICAL DEMANDS

AMOUNT OF JOB TIME	NONE	UNDER 1/3	1/3 – 2/3	OVER 2/3
Standing		X		
Walking		X		
Sitting				X
Using hands to finger, handle, or feel (including equipment, simple tools and computer operation)				X
Reaching with hands and arms		X		
Climbing stairs, using ladders		x		
Stooping, kneeling, crouching, or crawling		x		
Talking and hearing	Clear speech and good hearing both face to face and on the phone; hears well in noisy social environments			
Tasting and smelling		X		
Seeing	Clear vision at 20 inches or less with or without corrective lenses; vision sufficient to drive motor vehicles safely with or without corrective lenses day and night			
Lifting	Must be able to lift and carry up to 10 pounds without assistance			
Work Environment and Exposures	Work is performed in an office environment; no special exposures			

ADDITIONAL:

ACKNOWLEDGMENT:

I, (print name) _____
have read and understand the above job description and agree to comply with and be subject to its conditions. I understand that the Company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to the job duties above I agree to abide by the Company's policies contained in the Employee Handbook or other policy documents provided to me. I certify that I can perform the duties of this position with or without an accommodation.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

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