



JOB TITLE: RECEPTIONIST & ADMINISTRATIVE ASSISTANT

GENERAL JOB DESCRIPTION

The individual in this position provides the first impression of the Foundation to the public and is responsible for maintaining the front desk. This position is responsible for providing administrative support to our program and administrative staff. This person should be detail-oriented and possess strong organizational and communication skills—both written and verbal. Computer skills and administrative experience is required.

DUTIES AND RESPONSIBILITIES:

RECEPTION/ADMINISTRATIVE:

- 1) Welcome and direct all visitors
- 2) Answer main phone line, screen and direct calls, take messages
- 3) Deliver mail and faxes to staff
- 4) Receive, stock and distribute deliveries (this includes office supplies, food, coffee, water deliveries etc.)
- 5) Call for messengers and handle all mailings via USPS, UPS and Fedex
- 6) Order office and kitchen supplies and stationery as needed
- 7) Replenish postage meter
- 8) Handle car requests
- 9) Make sure printers are filled with paper throughout the building, replace toner and replenish as needed
- 10) Order lunch for all meetings
- 11) Set up food and materials for all meetings and cleanup after each meeting

PROGRAM RELATED/ADMINISTRATIVE:

- 1) Provide administrative support to the Program Department. This includes but is not limited to arranging meetings; maintaining the Foundation's group meeting calendar in Microsoft Outlook (adding, modifying, re-scheduling meetings as needed); typing letters as needed by the program staff; making reservations and coordinating travel; printing documents for program meetings, handle correspondence with grantees by telephone and email, and research internet for news articles related to Foundation's mission
- 2) Electronically distribute a list of recent and upcoming meetings to board members and cc: staff
- 3) Back-up to handle Salesforce database (ie uploading documents, printing grant letters, update grantee records etc.) Will be trained by Grants Manager.
- 4) Maintain up to date list of contacts in Salesforce and Outlook
- 5) Assist with assembly of Board package
- 6) Assist with special projects as needed (ie mailings, prepare spreadsheets etc.)



REQUIRED EXPERIENCE AND SKILLS:

- At least 1 year of experience in administrative support
- At least 1 year of experience in scheduling meetings and maintaining a shared calendar
- Strong organization and prioritization skills including the ability to handle multiple tasks/projects simultaneously
- High degree of accuracy and attention to detail
- Excellent written and verbal communication skills
- Must have excellent interpersonal skills with the ability to interact professionally with coworkers at all levels
- Proficient in Office 365 (Microsoft Outlook, Word, Excel, PowerPoint)
- Experience in Salesforce is a plus but not a requirement
- Ability to show initiative, willingness to take on responsibilities as a contributing team member

This position is required to be in the office (in person) Monday through Friday, 9:00am to 5:00pm. Small, congenial private foundation office. Ideal for a motivated and hard-working team player.

Salary range is \$53,000 to \$70,000. We offer a very generous benefit package, including paid vacation, monthly metro card, medical, HRA, dental, vision and STD, LTD, life/AD&D. The office is closed for 10 holidays a year; and is closed on Fridays for the summer from Memorial Day weekend to Labor Day weekend; and is closed from Christmas Day to New Year's Day.

Please email resume and cover letter to ozias@heckscherfoundation.org, Attention: Human Resources.