



Job Title: PT/FT Receptionist
Department: Administration
Reports to: Executive Assistant to President

FLSA Status: Full Time or Part Time
Job Location: La Mirada, CA
Date Revised: April 28, 2021

Summary:

Responsible for the reception area operations including: receiving visitors, answering and routing phone calls, and general clerical projects.

Essential Duties and Responsibilities:

- Receive visitors and direct them accordingly.
- Operate the switchboard, direct incoming calls, and record messages.
- Assist in making outgoing calls.
- Prepare and mail correspondence for donors, vendors, and staff as assigned.
- Assist with general clerical projects such as group mailings, filing, etc.
- Process incoming and outgoing mail.
- Work in compliance with internal policies, standards and external regulations.
- Other duties as requested.

Knowledge, Skills and Abilities Required:

- Working use of fundamental reading, writing and math skills as well as basic computer knowledge.
- Demonstrate knowledge of contemporary office practices
- Demonstrate knowledge of switchboard operations and maintain good phone skills including response time, pleasant voice, and attention to detail.
- Maintain quality relationships with donors, vendors and external contacts.
- Ability to take initiative, be a self-starter and be flexible.
- Ability to handle confidential information appropriately.

Prior to applying for any position with FEBC, all applicants must review our Statement of Faith and Mission Statement and be in agreement with both.

Supervisory Responsibilities: None

Qualifications:

Typically requires a high school diploma or equivalent, and 2 years general office experience or equivalent.

❖ If you are interested in applying for this position, please email Cheri Carpenter ccarpenter@febc.org.