

Title: Front Desk Receptionist

Department: Operations

Reports to: Operations Manager

Classification: Part-time, non-exempt, 26 hours per week (Mon-Thurs)

SUMMARY: Frontiers is a Christian, faith-based non-profit partnering with churches to send their workers overseas. We're looking for a representative who can provide guests with a warm welcome, excellent service, and important and timely information by the most effective and efficient processes we can implement.

ESSENTIAL RESPONSIBILITIES:

- Welcome guests by greeting them, either in person or on the telephone.
- Notify company personnel of visitor arrival.
- Maintain security by monitoring security cameras and issuing visitor badges.
- Oversee all mail services.
- Pick up mail from post office, sort, stamp and distribute.

OTHER DUTIES:

- Order kitchen and offices supplies for the USSB.
- Prepare and install cubicle and office signs.
- Maintain staff mailboxes.
- Submit invoices from various suppliers.
- Other duties as assigned

SKILLS/TRAITS:

- Outstanding telephone skills and etiquette
- Excellent listening, communication and interpersonal skills
- Demonstrate analytical, problem solving and time management skills
- Computer skills with Microsoft Office, Outlook, SharePoint (or similar program)

QUALIFICATIONS:

- High school diploma or GED
- One or more years of customer service experience

This job posting is a summary of the position. A full description will be provided during the recruiting process.

To apply, send a cover letter and resume to hr@frontiersusa.org. No phone calls please. Because of the number of emails received, you may not receive an individual response.