



# CommunityActionMarin

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## Central Administration

**Job Title:** Receptionist-B

**Reports To:** Office Manager

**Job Status:** Salaried / Non- Exempt

**Job Summary:** The Receptionist is the first point of contact for all clients and visitors and provides a positive experience when greeting and directing them. The Receptionist also lends support for CAM programs by scheduling client meetings, and assists the Office Manager through a range of clerical tasks.

### *Primary Responsibilities*

- First to open for business, last to close at the end of the day.
- Greets visitors and direct them appropriately.
- Answer and transfer incoming calls / retrieve voicemails and transfer messages.
- Help clients who arrive for their program appointments to sign in and announce their arrival to the staff member that they are here to see.
- Open, sort and distribute daily mail.
- General office tasks including but not limited to data entry, filing, making copies, and tidying CAM common areas as needed.
- Accepts packages (Fedex, UPS, etc.)
- Delivers incoming faxes
- Provide oral and written Spanish translation as needed.
- Other duties as assigned.

### *Required Qualifications*

- Prior office administration experience
- Excellent written and oral communication skills.
- **Bi-lingual (English / Spanish) required.**
- Ability to work collaboratively with Staff and Families.
- Well-developed organizational skills and attention to detail.
- A strong commitment to social justice, equity and CAM's mission to provide high quality programs to serve low income individuals and families.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.
- An innovative mindset that values teamwork and collaboration internally.
- Computer skills - including Outlook, Excel and Word.

### **Physical Requirements**

- Lifting, raising or lowering an object from one level to another (including upward pulling) 10-25 lbs.
- Standing, sitting and walking intermittently
- Sit stationary at a desk for extended periods of time
- Ability to operate office equipment (computer, phone system, fax and copy machines)
- Ability to reach overhead, grasp, stoop; push and pull objects such as files and file cabinet drawers