



Stone House makes a difference in our community by caring for and protecting adult and child survivors of domestic abuse, and helping them rebuild safe, secure, independent lives of purpose and self-fulfillment.

www.stonehouseinc.org

STONE HOUSE RECEPTIONIST

Receptionist Duties:

Handle incoming phone calls and visitors in a professional and efficient manner. Provide administrative and office services support.

Primary Responsibilities:

- Receive, handle, and direct all incoming calls in a timely, effective, and efficient manner. Place telephone calls for staff when necessary.
- Greet visitors and notify the appropriate party.
- Receive and sign for deliveries and alert addressees. Arrange for courier or overnight services.
- Schedule conference rooms for meetings.
- Monitor staff whereabouts so as to provide valid information upon inquiry.
- Compile, organize, and accurately finalize documents for signature or other distribution.
- Operate office equipment such as photocopiers, telephones with voicemail capabilities, color printer/scanner and fax machines.
- Organize and maintain assigned files and directories.
- Train temporary employees on use of phone system and receptionist responsibilities.
- Assist other departments with special projects, as needed.
- Arrange catering needs for meetings.
- Perform related duties, as assigned.

Requirements and Qualifications:

- High school diploma or equivalent educational certification required.
- A minimum of 1-3 years of prior progressively responsible administrative support experience required.
- Ability to produce quality work in a consistent manner. Ability to produce the quantity of work necessary to timely complete assigned tasks.
- Ability to interact with co-workers, clients, contractors, tenants or vendors in an articulate, pleasant, courteous and business-like manner at all times.

- Ability to work under pressure.
- Ability to work independently, as well as part of a team. Adaptability to changing demands.
- Effective problem-solving skills. Excellent communication, organization and multi-task management skills.
- Proficiency with Microsoft Office Applications.

Internal and External Contacts:

- This position interacts with all levels of employees within Stone House and externally with clients, tenants, contractors, vendors and the general public.

Reporting Structure:

- This position reports directly to the Office Manager who provides oversight and supervision (to include annual performance evaluations).

Additional Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Finalists for the position should be prepared to show proof of valid, complete COVID-19 vaccination status.

Hours:

Full-time. At Stone House, this means a 40-hour work week. Daily schedule to be negotiated.

Salary range:

Annual starting salary range for this position is \$30,000 to \$35,000.
Health Insurance and Disability Benefits available.

Diversity and a Commitment to a Quality Workplace.

Stone House is an Affirmative Action and Equal Opportunity Employer. We are committed to fair and impartial treatment in all of our relations with employees, as well as applicants for employment, to recruit, upgrade, train, and promote in all job titles without regard to race, color, gender, gender identity or expression, sexual orientation, religion, age, national origin, disability, marital status, protected veteran status, genetic information or any other legally protected characteristic. In addition, Stone House complies with applicable state and local laws prohibiting discrimination in employment in each jurisdiction in which it maintains facilities. Managers base employment decisions on the principles of Equal Employment Opportunity, including but not limited to decisions concerning

recruiting, hiring, upgrading and downgrading, discharge, training, promotions (in all job titles), compensation, benefits, layoffs, returns from layoffs and social and recreational programs. The intention behind our policy is to provide an equal employment opportunity program that will simultaneously serve the requirements of society, the law, sound business practices, and individual dignity. By this program, Stone House wishes to ensure that all employees have the opportunity to make their maximum contribution to Stone House and to their own career goals.