



Front Desk Assistant Job Opening

11/3/2020

Key Job Function The Front Desk Assistant's responsibilities are to manage tasks delegated to the front desk relating to facility rentals and YWCA events.

Principal Duties and Responsibilities

- Assist with YWCA Facility Rentals and events including opening and closing facility, preparing facility for events, and assisting facility renters with basic requests
- Assist with basic cleaning of facility and stocking supplies (toilet paper, paper towels and soap)
- Secures facility at the end of events or facility rentals
- Completes basic clerical tasks while working facility rentals and events
- Answers and directs phone calls, receives faxes, mail, and emails, date stamps where applicable and responds to inquiries
- Collects data, and assists with program analysis
- Weekends and evening work required
- Other duties as needed

Job Requirements:

- 18 years of age at minimum.
- Previous front desk assistant work desired.
- Valid driver's license and reliable transportation.
- Pass pre-employment background check.

Education Requirements

- High school diploma or GED required.

Key Competencies

- Attention to detail
- Problem-solving
- Planning and organizing
- Time Management
- Teamwork
- Customer service orientation

- Communication skills
- Contributes to positive work environment

Physical The Front Desk Assistant will spend hours sitting and using office equipment. The Front Desk Assistant will also have to occasionally do some lifting of supplies or completing basic cleaning. Employment at the YWCA of Alton requires the use of stairs so that physical mobility is required.

The job description for the position of Front Desk Assistant does not state or imply that these are the only activities to be performed. As needs of the organization change, employees may be required to follow other and sometimes new job related responsibilities.

In accordance with the Americans with Disabilities Act, it is possible that requirements be modified to reasonably accommodate disabled individuals. An individual seeking such an accommodation should contact the Executive Director.

YWCA of Alton is an equal opportunity employer.

Interested candidates should send resume to info@altonywca.com.