



JOB DESCRIPTION

Position Title	Department	Reports to
Administrative Assistant	Administration	VP of Finance and Operations
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	September 2022

DEPARTMENT SUMMARY

Finance and Administrative Support Services is responsible for all financial and membership accounting, reporting, data entry and accumulation aspects of the business. It is responsive to and assists all of our vital departments in the delivery of their services. Our goal is to maximize organizational resources in an effective and efficient manner which serves our membership.

POSITION SUMMARY

The Administrative Assistant - Receptionist is responsible for supporting our operations in a variety of tasks including managing all aspects of the front desk by providing a welcoming environment and ready assistance for members, guests, vendors, and business partners. The receptionist will assist as needed all other departments within the organization, and has specific responsibilities supporting Internal Design and FFE departments with invoicing and acknowledgment preparation, mailing, and filing.

ESSENTIAL RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Administrative Support Services:

- Greeting and creating professional relationships with all stakeholders both in-person and virtually via written and verbal communication methods
- Supporting all departments as necessary
- Prepare Invoices/Acknowledgements for outgoing mail
- All other duties as assigned

Interior Design:

- Support the mission of the Interior Design department
- Update and maintain interior design sample room
- Prepare monthly invoices and maintain all other appropriate records and documents for the department
- Design, format, proofread, and maintain documents
- Maintain filing system- converting paper files into an electronic format

LEVEL OF AUTHORITY:

- Sign for packages, excluding legal service

EDUCATION & EXPERIENCE

- High School Diploma required- Associates Degree preferred
- 1+ years of related experience required

COMPETENCIES

- **COMMUNICATION:** Ability to effectively receive and express ideas, both written and verbal, using clear and concise vocabulary and active listening skills.
- **PLANNING AND ORGANIZING:** Ability to set priorities and allocate resources properly to effectively achieve work responsibilities and objectives.
- **TECHNICAL SKILLS:** Ability to use technical knowledge and training to execute work; delivery high quality results.
- **TEAMWORK:** Effectively interacts with people by being able to share and receive information that supports team goals
- **DETAIL ORIENTATION:** Pay attention to detail, accuracy, and completeness.
- **PROBLEM SOLVING:** Ability to recognize courses of action to handle problems, gathering and organizing information, identifying cause and effect relationships, and applying contingency plans to solve those problems.
- **SELF-MOTIVATED:** Ability to reach a goal or perform a task with little supervision or direction
- **INITIATIVE:** Ability to act promptly and take steps to solve or settle an issue proactively

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Average Daily Physical Requirements	Frequency
Work in stationary position	Frequent
Move about work area	Occasional
Use hands/fingers to handle or feel	Frequent
Reach with hands and arms	Occasional
Climb (stairs/ladders) or balance	Occasional
Bend, stoop, kneel, crouch, or crawl	Occasional
Communicate with others	Frequent
Move objects up to 30 pounds	Occasional
Visual acuity	Frequent
Read and understand written word	Frequent
Drive or travel	Never
Operate computer and general office machines	Frequent
Operate machines or material handling equipment	Never
Work Environment	Office Setting

NOTE

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. HPS reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon HPS' at-will employment status.

Employee Name Printed: _____

Employee Signature: _____ Date: _____