



Receptionist/Office Assistant Job Description

JOB PURPOSE

The Receptionist/Office Assistant manages visitors, adult day care participants, and incoming telephone calls in a professional and efficient manner. In addition, the Receptionist/Office Assistant performs various clerical duties, which support in the presentation and operation of Penn Asian Senior Services.

ESSENTIAL FUNCTIONS

- Answer incoming telephone calls and relay messages to staff members.
- Retrieve messages from the general voicemail box.
- Provide information to callers, greet visitors and direct them to correct destination.
- Assist adult day care staff with participant sign-in/drop-off and sign-out tasks.
- Respond to inquiries or requests from the public.
- Receive and sort out incoming mail and deliveries.
- Assist in the planning and preparation of staff meetings, conferences, and conference calls.
- Order supplies, and organize and maintain the supply room.
- Regularly update the employee directory and departmental staff listing.
- Assist staff members with data entry tasks.
- Ensure that common areas are tidy and clean, especially the staff break room.
- Maintain a safe and clean reception area.
- Water all plants on a regular basis, as needed.
- Perform other duties as needed, including adult day care and outreach tasks.

POSITION QUALIFICATIONS

- Strong verbal communication skills.
- Capacity to work in a diverse, multicultural and multigenerational setting.
- Proficiency with Microsoft Office Suite.
- Knowledge of clerical and administrative procedures.
- Ability to prioritize multiple tasks and responsibilities and reprioritize as new situations arise.
- Physical Requirements: Sitting for long periods, standing, walking, bending, reaching, & lifting packages.
- Professional demeanor.

PENN ASIAN SENIOR SERVICES BENEFITS

- Competitive Salary
- Paid Holidays, Vacation and Personal Days
- Health Insurance Reimbursement
- 401k Retirement Plan

APPLICATION PROCEDURES

Interested candidates are invited to submit a cover letter, resume, and salary expectations to jennybedin@passi.us.