



Receptionist

4 years' experience

FLSA: Non-Exempt

Reports To: CAO

Status: (Full Time) from 8:30 a.m. to 5:00 p.m. (Monday-Friday)

Location: Downtown, Columbus

Salary: \$39,000 - \$44,000 a year

Duties & Responsibilities:

- **Answering the main phone line** and promptly transferring calls and voicemails.
- **Provide hospitality to all guests** and help create a welcoming environment and expediently connecting visitors to the Chamber with the staff they are here to meet.
- **Directing** general building inquiries.
- **Assisting with meeting set-up** in conference rooms and ensuring all conference rooms are clean and stocked on a daily basis.
- **Managing the scheduling** of all conference rooms for the Chamber by outside groups.
- **Order and replenish office materials** such as snacks, soda, water, coffee, printer supplies, paper, office supplies, etc.
- **Provide event management support** to the Director of Events as requested.
- **Distributing the mail** on a daily basis.
- **Responsible** for entering data and managing staff leave report.
- **Responsible** for management of the office phone system and interfacing with IT support group.
- **Assisting the Government Affairs Team** with administrative duties.
- **Other duties as assigned.**

Required Qualifications:

- Bachelor's degree from four-year college or university, or equivalent, preferred.
- Well-developed written and oral communication skills
- Ability to learn quickly, trouble-shoot as needed, and assist however necessary.
- Proficiency in Microsoft Office software; ability to design and edit presentations.
- Database knowledge and understanding is helpful.
- Strong written and verbal communications skills.

- Exceptional organizational skills and attention to detail.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.

Benefits

- **Salary Range:** \$39,000 - \$44,000 a year
- **Insurance & Benefits:**
 - Chamber pays 100% of employee's health insurance premium (family available),
 - Dental, vision and Rx coverage available;
 - Student loan repayment program;
 - Life insurance and short-term disability insurance offered;
 - Parking paid;
 - Monthly gym membership reimbursement
 - and cell phone reimbursement.
- **PTO:** 3 weeks of paid vacation, sick time, paid holidays
- **Retirement:** Matching 401(K) (with a 4% match), PLUS an employer-paid Pension Plan (8%)

How to Apply:

Candidates interested in applying for the position, please reach out to Courtney Whetstone at cwhetstone@ohiochamber.com.