



**Receptionist**

**4 years' experience**

**FLSA: Non-Exempt**

**Reports To: Executive Assistant**

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

**Location: Downtown, Columbus**

**Salary: \$39,000 - \$47,250 a year**

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**DUTIES & RESPONSIBILITIES**

- **Hospitality:** greets and welcomes guests and connects visitors promptly with staff.
- **Answering OCC Main Phone Line:** answer and transfer calls and voicemails; manages the office phone system and use mobile communication as needed.
- **Conference Room Management:** schedules and manages conference room reservations for external bookings, including set up and tear down, and daily audit of all conference rooms and first floor spaces to maintain cleanliness and supplies.
- **Event Support:** supports membership and events teams by preparing beverages and setting conference rooms for events, as well as guiding visitors to our third-floor event space.
- **Office Supplies:** orders, manages, and stocks inventory of office supplies and beverages for the OCC's four floors.
- **Administrative Support:** provides administrative support to the Senior Executive Team, as needed.
- **IT Support:** acts as the liaison between RevGroup and OCC staff.
- **Mail:** distributes mail daily, utilizing the safe mail delivery system.
- **Special Projects & Support:** assists with special projects and performs additional duties as needed.

**REQUIRED QUALIFICATIONS:**

- **Initiative:** Proactively looks for ways to support the team
- **Customer service orientation:** Friendly, welcoming, and patient demeanor
- **Self-starter:** Takes initiative and works independently without needing constant direction
- **Multitasking:** Juggles calls, visitors, and tasks smoothly
- **Time management:** Prioritizes responsibilities effectively
- **Organized:** Exceptional organizational skills and attention to detail.
- **Verbal communication:** Clear, friendly, and professional when speaking with members, visitors, and on the phone
- **Written communication:** Able to draft and relay messages accurately
- **Adaptability:** Stays calm and flexible in a fast-paced or changing environment
- **Resourcefulness:** Finds solutions for guest needs or office issues on the fly
- **Office software:** Proficient with Microsoft Office (Outlook, Word, Excel), Google Workspace, or similar
- **Bachelor's degree** from a four-year college or university, **or equivalent work experience**, preferred

**BENEFITS:**

**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%)
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**HOW TO APPLY:**

Interested candidates should email Megan Bohlen at [stiversEA@ohiochamber](mailto:stiversEA@ohiochamber).