

# Friends Center

An environmental witness for peace, integrity, equality, simplicity

**Job Title: Receptionist**  
**Supervisor: Office Manager**

**Summary of Responsibilities:**

The Receptionist is the person responsible for the front-of-house during regular office hours. As such this worker provides coverage for the front desk, maintains building safety by following established security procedures, and serves as the gracious face of Friends Center for all tenants and visitors.

The position requires a gracious and professional appearance, a warm and friendly demeanor, and flexibility for taking on a variety of tasks.

**Responsibilities:**

**Visitor Services/ Event Support**

Greet and direct visitors

Answer phones and direct calls

Respond to basic questions about building and Quakerism and refer to others as appropriate

Help to warmly redirect persons who come to the building seeking services not offered in Friends Center

Provide event and meeting support for tenant and visiting groups

**Basic Security**

Direct visitors to sign-in

Announce guest arrivals to tenants

Monitor security cameras

Manage keys that are signed out for cleaning staff and others

**Physical Plant**

Maintain front lobby

Monitor the heating and cooling and notifies appropriate staff when there is an issue

**Communications**

Communicate with evening and weekend staff about front-end issues.

**Office Duties**

The Receptionist is responsible for maintaining front-end operations, including: maintaining tenant contact information and managing the information center, bookstore, and display cases.

**Hours**

This is a full-time position, hours are 8:30am-4:30pm Monday through Friday.

**Requirements:**

Excellent customer relations skills

Courteous Manner

Professional appearance

Warm and friendly demeanor

Clear diction, clear telephone voice and manner

Basic competence in Microsoft Office: Word, Excel, Outlook

Ability to juggle multiple demands with grace and humor

Supportive of high standards of environmental sustainability in all dimensions of the operation

Ability to lift up to 25 lbs.

Competence in building maintenance a plus  
Knowledge of the Religious Society of Friends (Quakers) highly desirable

**Pay and Benefits**

The pay for this position is \$15.00 per hour. Friends Center covers 100% of full-time staff member benefits, including health insurance for the employee, vacation, sick leave, and enrollment in the pension plan after one year of employment.

Friends Center is an Equal Opportunity/Affirmative Action Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, sexual orientation, or disability.

Friends Center is a smoke-free workplace.

Please direct your cover letter and resume to Courtney Feild, [cfeild@friendscentercorp.org](mailto:cfeild@friendscentercorp.org)