



Front Desk Receptionist

Employment Status: Full Time, Monday - Friday, 8:30 am - 4:30 pm

Reports to: Director of Operations

Pay: \$12-\$13 per hour (DOE)

Job Summary: Serves as a front-line staff member who is responsible for the administrative operations of the organization.

Duties and Responsibilities:

- Administrative Operations
- Field incoming calls
- Greet and direct walk-ins
- Data entry for multiple departments
- Purchasing office supplies
- Making vendor calls as needed
- Special projects as needed by staff
- General duties – filing, copies, preparing mailings, etc.
- Volunteer Program Support
- Assist with volunteer calls, emails, and general inquiries
- Assist volunteer schedule
- Ensure that volunteer liability waivers are signed and filed
- Maintain volunteer records, statistics, and volunteer database
- Seeks out donations to support group of volunteers (i.e. Board meals, water, etc.)
- Donor Acknowledgment
- Ensures timely and appropriate acknowledgment of gifts
- Assists with donor recognition events
- Assists with data entry and reports in the donor database
- General Responsibilities
- Attends meetings as necessary
- Participates in trainings as necessary
- Provides support to other departments of affiliate
- Other duties as assigned

Position Expectations:

- **A strong commitment to the mission of Amarillo Habitat for Humanity**
- **Functions well as part of a team**
- **Excellent written and oral communication skills**
- **Thorough, organized and detail-oriented**
- **Ability to handle multiple tasks effectively**
- **Maintain a positive attitude**
- **Punctuality**

Minimum requirements:

- **High School diploma required**
- **Competency in basic office software applications**