<p style="text-align:center">Choanoke Area Development Association, Inc.</p>

Position	Receptionist / Front Desk Manager	**Date:**	January 2024
Overtime Status	Non-Exempt	**Grade:**	2
Salary Range			
Site Location	Administrative Office Headquarters		
Department	Administration		
Reports to	Administrative Assistant / Executive Director		

Qualifications:
Two year degree with emphasis in bookkeeping / clerical skills or equivalent in education and experience. Must have or be willing to obtain computer training in Lotus, Excel, Desktop Publishing, etc.

Basic Functions:
General office duties with emphasis on computer skills. Greet people who enter office and refer to appropriate staff. Answer telephone and take messages.

Specific Functions:
1. Answer telephone and take messages.
2. Greet people who enter office and refer to appropriate staff.
3. Assist with intake activities when needed.
4. Copying, filing, typing.
5. Assist in preparation of monthly, quarterly, and annual reports and proposals for funding.
6. Input computer data as required.
7. Assist in preparing Board Information packets.
8. Order and distribute supplies for departments.
9. Put postage on out-going mail.
10. Mail all out going correspondence daily at 3:30pm and end of workday.
11. Desktop publishing for agency bulletins and programs.
12. Maintain proper confidentiality in respect to work.
13. Other duties as assigned by Executive Director or Administrative Assistant.