

Receptionist/Administrative Assistant Position

Pay: \$20.00 per hour

Job description:

Job Overview

We are seeking a highly organized and professional Receptionist/Administrative Assistant to join our team. The ideal candidate will serve as the first point of contact for our clients and visitors, providing exceptional customer service while managing various administrative tasks. This role requires strong communication skills, attention to detail, and the ability to multitask in a fast-paced environment.

Responsibilities

- Greet and assist clients and visitors in a friendly and professional manner.
- Manage multi-line phone systems, directing calls appropriately and taking messages as needed.
- Perform data entry tasks, maintaining accurate records and filing systems.
- Work with the Business Department for bookkeeping and financial record management.
- Provide clerical support including typing, proofreading documents, and managing correspondence.
- Distribute daily mail and correspondence to staff.

Skills

- Proficient in Microsoft Office Suite (Word, Excel, Publisher) and Google Workspace.
- Strong computer literacy with the ability to learn new software quickly.
- Excellent organizational skills with attention to detail.
- Effective time management skills to prioritize tasks efficiently.
- Familiarity with front desk operations and phone etiquette is essential.
- Customer service orientation.

Job Type: Full-time- 35 hours weekly

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Work Location: In person

No consideration will be given unless resume, cover letter, and references (required) in Word or PDF document are directly emailed to jrocco@piaa.org by September 11, 2025.