



Job Description

Receptionist/Executive Assistant

The Receptionist serves as the first point of contact for visitors, callers, and the public. This position provides front-desk, clerical, and basic administrative support to ensure the office operates in a professional, organized, and welcoming manner.

Essential Duties and Responsibilities

- Greets visitors in a courteous and professional manner
- Answer and direct incoming phone calls
- Respond to general inquiries or route them to appropriate staff
- Perform basic clerical duties such as copying, scanning, filing, and data entry
- Assist with mail and deliveries
- Maintain office supplies and assist with scheduling
- Assist with meeting scheduling and food
- Assists staff with routine office tasks

Required Qualifications

- Associate's degree preferred or an equivalent combination of education and experience
- Prior receptionist or customer service experience preferred
- Strong communication and organizational skills

Skills & Abilities

- Friendly and professional demeanor
- Strong customer service skills
- Basic computer and office equipment skills
- Ability to handle multiple tasks and stay organized
- Dependability and attention to detail

Salary Range

The salary for this position is \$39,000 to \$45,000 annually, based on experience and qualifications.

Equal Opportunity Employer

Send cover letter, resume, and references to Danna Stansbury at dstansbury@frcnc.gov or Charlotte Sullivan at csullivan@frcnc.gov. The position will remain open until filled.