

St. Albert the Great Priory

5890 Birch Court
Oakland, CA 94618

Administrative Assistant/Receptionist Job Description Guidelines

The following list of responsibilities is assigned to the Administrative Assistant/Receptionist of St. Albert the Great Priory.

Purpose and Scope

The Administrative Assistant/Receptionist is a “non-exempt” level employee reporting directly to the Director of Operations, whose vision he or she enacts. This Administrative Assistant/Receptionist will provide administrative, organizational, and hospitality support for the Priory. Specific duties and responsibilities associated with the position are included below.

Duties and Responsibilities

- Welcome and assist visitors and guest to the priory with a helpful and friendly attitude.
- Assist Director of Operations
- Answer a multi-line telephone system, take accurate messages, screen and direct calls in a professional manner.
- Process incoming and outgoing mail on a daily basis.
- Maintains reception area in an orderly and organized manner.
- Maintains an organized calendar for the Priory.
- Operate standard office equipment efficiently, which includes; computer with printer; photocopy machine; facsimile machine; and scanner
- Performs other job-related duties as assigned.

Knowledge, Skills and Abilities

- Excellent communication and interpersonal skills.
- Guest and customer relations skills.
- Working knowledge of computer software applications, including spreadsheets, word processing programs (Excel, Word), and the ability to learn new software.
- Excellent organization skills.
- Ability to plan and manage time.

Competencies and Education

- High School diploma or equivalent.
- Must have a valid California Driver License.

Please e-mail your resume and cover letter to: operationssap@opwest.org .