Notice of Opening for a Receptionist/General Office Assistant

Job Purpose:

Our receptionist will serve as the first point-of-contact for visitors and telephone callers to the offices of the Central Louisiana Economic Development Alliance *and* the Central Louisiana Chamber of Commerce. He or She will serve visitors by greeting, welcoming, and directing them appropriately; will notify company personnel of visitor arrival; and will provide administrative support to other CLEDA and Chamber personnel. The successful candidate will become an employee of the Chamber but will have duties within both CLEDA and the Chamber.

Duties:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Supports a variety of meetings within the building by directing visitors to the appropriate meeting, serving refreshments, etc.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Manages telecommunication system by following manufacturer's instructions for house phone and console operation.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications:

- Telephone Skills, Verbal Communication, Writing Skills, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Supply Management

This full-time position offers a competitive benefits package. For further information and application instructions, go to www.cenlachamber.org. The Central Louisiana Chamber of Commerce is an equal opportunity employer (M/F) located at 1118 Third St., Alexandria, LA, 71301. **No phone inquiries—applications accepted only via email to CynthiaGraham@cenlachamber.org.**