

The Southern Baptist Theological Seminary

Position Description

Position Title: Receptionist-Event Productions

Department: Event Productions

Position Code: L1400

Date Prepared: 2/13/19

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Receptionist for Event Productions provides daily administrative support to the Event Productions staff and is the first point of contact for phone and walk-in guests.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Demonstrates strong customer service and organizational skills
- Prioritizes tasks and works effectively on numerous projects simultaneously
- Maintains a gracious, friendly, attentive, and service-oriented demeanor at all times with visitors, guests, and fellow employees
- Provides office support to Event Productions staff including internal and external communications, document preparation and editing, duplication, and other administrative support tasks
- Greets and directs phone, email, and walk-in guests
- Keeps office clean and organized, and refrigerator clean and stocked with beverages for guests; maintains inventory and organization of all storage closets
- Takes black tablecloths to laundry facilities for cleaning; stores and organizes clean linens
- Places vendor orders for all products used for Event Productions such as plastic and paper products, office supplies, and rental equipment
- Responsible for office related accounting such as procurement card log, daily transaction reports, credit card machine, etc.
- Works regularly with the On-Campus Event Management System (EMS) computer software
- Uses Brushfire to keep Events staff updated on current registration numbers for public events
- Provides support to event productions staff as needed during select internal, public, and core institutional events

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position is required to have a high school diploma. Bachelors degree or some college is preferred.

EXPERIENCE:

The person in this position should have at least two years of administrative experience with strong interpersonal skills and phone etiquette. Event planning experience is preferred.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Manager of Event Productions.

WORK ENVIRONMENT:

The person in this position will work in a self-motivated, task-oriented, independent office environment with occasional out of office work as necessary to support events.

EQUIPMENT:

The person in this position will use the following equipment: standard office equipment, Microsoft Office, Event Management System (EMS) Scheduling Software, Brushfire, Asana.