Job Opportunity: Receptionist

The **Greater Milwaukee Foundation** is how Milwaukee works together. For over a century, we have helped generous people give back to the community. Together with donors and partners throughout the region, the Foundation invests in the potential of people and places, supports community-grown solutions and strives to end the systemic racism that holds our region back. Through the power of transformative philanthropy and social change, we are focused on shaping a future where everyone thrives – ***a Milwaukee for all***.

You can make a difference, as we are seeking a receptionist! The Receptionist is responsible for greeting visitors, responding to inquiries on the phone and in-person, and supplying information regarding the organization to guests and the public. The incumbent monitors front lobby, directs guest traffic, supports meeting space needs and maintains the general office supply inventory.

Essential Duties & Responsibilities:

- Answers phone calls, responds to inquiries and directs calls to individuals as appropriate.
- Greets guests and assists in preparation for conference calls or meetings as needed.
- Answers, screens and forwards incoming phone calls
- Maintains the general appearance of the lobby area and its meeting rooms, which include ensuring refreshments are available, and maintaining and posting the meeting room calendars.
- Accepts packages, arranges deliveries and distributes mail to appropriate staff.
- Monitors the inventory of office and kitchen supplies. Orders additional supplies as needed.
- Assists with set-up for internal and external meetings
- Maintains confidential shredding bin and arranges to exchange for an empty bin when the bin is full.
- Adheres to security protocols by managing visitor logs and issuing access badges, and monitoring building entry procedures
- Participates in assigned meetings, events and training as required.

Non-Essential Duties

- Assists other departments occasionally with administrative duties.
- Maintains and updates Front Desk User Manual.
- Aids in general database entry to update contact data.
- Performs other duties (or functions) as assigned.

Job Specifications

To perform this job successfully, an individual must be able to carry out each essential duty in a satisfactory manner. The job specifications listed below are representative of the education and experience as well as the knowledge, skill and/or ability (KSAs) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- A high school diploma, GED or HSED required.
- Two (2) or more years of clerical and/or receptionist experience in an office environment required.

Greater Milwaukee FOUNDATION
greater together

Job Opportunity: Receptionist

- Prior experience providing customer service in an office, retail, restaurant or manufacturing environment required.
- Prior experience using telecommunication systems preferred.

Knowledge, Skills & Abilities

- Ability to support the mission, vision and values of the Greater Milwaukee Foundation and abide Ability to support the mission, vision and values of the Greater Milwaukee Foundation and abide by applicable standards of conduct, policies and procedures.
- Demonstrated commitment to racial equity and inclusion.
- Self-motivated and able to work independently, take initiative and solve problems.
- Demonstrated superior customer service skills and aptitude; ability to interact effectively with people from diverse backgrounds.
- Proficient in Microsoft Office Suite applications, web-based applications and databases.
- Must be honest, dependable and able to handle multiple tasks while being organized and meeting deadlines.
- Ability to communicate respectfully and effectively, verbally and in writing.
- Ability to respond effectively to sensitive inquiries or complaints and maintain confidentiality.

.

Salary: $44,598

Benefits: We offer an excellent benefit package, which includes health, dental, vision, flexible spending, life insurance, 403(b) retirement plan, paid time off (PTO), parental leave, educational assistance and more!

Application Instructions: Please apply to the link below

Receptionist

The Greater Milwaukee Foundation is an equal opportunity employer and encourages people of diverse backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.