



Position: Building Receptionist

Start Date – January 3, 2021

Status – Full Time, Monday through Friday, 8:30AM – 5:00PM (w/30 minute lunch)

Position Summary

The Front Desk Administrator staffs the reception area at the main entrance to the nonprofit office complex and is usually the first contact tenants, visitors, volunteers and community members have with Delmar Divine. It is important that the receptionist is courteous, helpful and professional in all interactions. The Front Desk Administrator also has significant roles in tenant communication and visitor management. These duties require attention to detail and ability to follow written procedures.

Overall Responsibilities

- Greet tenants and visitors; direct people to the appropriate location and services; be courteous, polite and helpful to everyone entering the building at all times.
- Assure readiness of the reception area for each working day; open building at the designated time and have all front desk activities fully operational at the start of business hours; notify the appropriate person if there are any problems.
- Provide efficient and professional telephone services; transfer calls according to established protocols; listen and respond, as appropriate, to voice messages.
- Secure building at the close of each working day; turn off or unplug appliances and machines according to agency protocols and lock all entrances.
- Participate in staff meetings.
- Provide administrative support as needed to Delmar Divine staff.
- Other duties as assigned.

Qualifications

- Proficiency in written and spoken English required
- Prior reception/administrative experience preferred
- Ability to work accurately and efficiently in a fast-paced environment
- Demonstrated initiative and organizational skills
- Ability to work effectively with people of diverse backgrounds
- Working knowledge of Microsoft Word, Zoom, Google Suite, and Excel

Working Conditions

- Work is normally performed in a typical office environment
- Typical work hours are Monday through Friday, 8:30am – 5:00pm.
- Average physical effort with some handling of light weights such as supplies or materials on an infrequent basis (10-15 pounds)

Salary Range/Benefits

This position is full-time, non-exempt. The pay range is \$40,000 - \$45,000, with eligibility for vacation, personal time, and holiday benefits, as well as a health, vision, and dental insurance.

Application Information

Delmar Divine considers qualified applicants for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.

Applications will be accepted until the position is filled. Interviews are ongoing. Interested applicants should send cover letter and resume to Jorge Riopedre, Executive Director, at jorge@delmardivine.com.

About Delmar Divine

Delmar Divine is an innovative, multi-use initiative that provides co-location opportunities for nonprofit organizations alongside a range of shared support services for both tenants and the broader St. Louis community. It aims to stimulate new collaborations between academic, nonprofit and public sector partners while addressing the longstanding disadvantage and disinvestment in communities north of Delmar Boulevard. Learn more at delmardivine.com.