

HUMAN RESOURCES

POSITION DESCRIPTION

PRATT INSTITUTE

I. Purpose

Effective Date: April 2015

<input checked="" type="checkbox"/> New Hire	<input type="checkbox"/> Rehire	<input type="checkbox"/> Promotion*	<input type="checkbox"/> Regrade	<input type="checkbox"/> Title Change
<input type="checkbox"/> Transfer	<input type="checkbox"/> Update	<input type="checkbox"/> Upgrade (union)*	<input type="checkbox"/> Salary Review*	<input type="checkbox"/> Other _____

* memo of support

II. Identification

Job Title:	Receptionist
Department:	Brooklyn Fashion + Design Accelerator
Division:	Brooklyn Fashion + Design Accelerator
Budget Code:	8-2450
Supervisor Title:	Managing Director
Classification:	Administrative (administrative/union)
FLSA Status:	(exempt/nonexempt):

III. Summary/Purpose of Position
(briefly state basic function of job)

<p>Responsible for guest area, greeting and escorting visitors, answering phones and ensuring office supplies as well as pantry supplies are stocked. A variety of clerical activities and tasks related to general office support. Flexibility in work hours required. Normal work hours 9-5pm, events 2-3 times a month 6-9pm covered by overtime or adjusted hours.</p>
--

POSITION DESCRIPTION

IV. Duties and Responsibilities

major activities and end results for which position is accountable

list in rank order from high to low, in order of significance

non-exempt positions - % time required

% time	<p>Greet visitors and answer inquiries. Direct visitors by maintaining directories. Schedule appointments for senior staff.</p>
% time	<p>Make sure the reception area and other public areas are presentable</p>
% time	<p>Maintain security by following procedures; Monitor logbook. Contact security, if necessary.</p>
% time	<p>Make sure the office and pantry supplies are stocked. Order, receive, stock and distribute office supplies. Maintain bookkeeping records of purchases.</p>
% time	<p>Assist with preparation for hosting guests, meetings and events. Send out RSVP events. Set up reception area for events. Greet participants and monitor logbook of attendees.</p>
% time	<p>Provides general office support with a variety of clerical tasks such as photocopying, faxing, filing and collating.</p>
% time	<p>Maintain website and other online tools to provide visitors authorization to on-line access.</p>
% time	<p>Answer telephone console and transfer callers to appropriate person. Provides callers with information such as address, directions to the location, fax numbers, website and other related information.</p>
% time	<p>Receive, sort and forward incoming mail. Maintain and route publications. Coordinates the pick-up and delivery of express mail services.</p>
% time	<p>Perform related duties as necessary during normal hours 9-5pm Work at evening and weekend events- 6-9pm 2-3 times per month, covered by overtime or adjusted hours</p>

IV. Experience and Qualifications

educational requirements, degrees, licenses, certifications, skills, knowledge, experience and/or skills

Education: High School diploma or equivalent experience required
Associate's degree preferred

Experience: Two years of administrative experience.
Office work.
Working with the public.

Skills: Organizational skills a must.
Outgoing and personable.
Able to work independently.
Working understanding of google docs,
Microsoft Office.
Online purchasing.
Adobe Suite knowledge, a plus.
Standard office equipment: computers, photocopiers, scanners, fax machines

V. Decision Making (degree of independence)

**complexity due to types of issues or procedures and precedents not established
analysis and research required to make decisions – limited, considerable, extensive
budget responsibility, impact on cost, productivity etc. ; level of supervision**

**This job will require some evening and weekend hours.
There is a certain amount of independence.
It is not a complex job but a considerable amount of responsibility.**

VI. Communications/Contacts

**purpose, frequency, type of internal and external contacts necessary to accomplish results listed;
level of organizational contacts**

Communication will be mainly interoffice but will entail communicating with our guests and outside vendors.

VII. Supervisory Responsibility

Indicate whether this position has direct and/or indirect supervisory responsibility

This job has the potential to have indirect supervisory responsibility.