



## Front Desk Assistant

Reports to:	Receptionist, CFO
Hours:	Back-up for front desk on an as-needed basis.
Compensation:	\$9.75/hour through Aug. 31, 2019; \$10.00/hour beginning Sept. 1
Objective:	Promote and facilitate the work of AMBS by welcoming and directing campus visitors and students, providing information or referring to appropriate person, receipting payments, multiple other tasks
Qualifications:	Organizational skills with attention to detail Good telephone etiquette and strong communication skills Able to multi-task Flexibility and self-motivation
Duties performed:	Serve as receptionist/switchboard operator Schedule meeting room reservations and events Meter outgoing mail and sort incoming mail Receipt AMBS payments Schedule transportation for AMBS employees and students Schedule guesthouse rooms Distribute keys Other duties as assigned
Computer software:	Word, Excel, Google calendar program
Equipment used:	Multi-line phone, computer, mail meter machine, copiers, printers, fax machine, credit card reader

Updated 7/29/19. Posted at [www.ambs.edu/admissions/student-employment](http://www.ambs.edu/admissions/student-employment) on August 5, 2019