Tavistock Development Management

**Job Description**

**Title:** Concierge / Receptionist (Part Time)

**Immediate Supervisor:** Vice President Human Resources & Internal Operations

**Status:** Non-Exempt

**Work Hours:** 8 am to 2:30 pm or 10:30 am to 5:00 pm / Monday to Friday

**Attire:** Professional

**Apply at:** <https://my.peoplematter.com/mja/tavistockgroup/jobapp/GetStarted?sourceCode=company-website&refererUrl=http://www.tavistock.com/careers/>

**General Summary:**   The Concierge / Receptionist will be responsible for the following key duties: welcoming guests to our office building, keeping the office area refreshed and tidy throughout business hours, Café logistics / ordering, copy and supply room upkeep and support for employee events.

**Essential Job Functions:**

* Answer the main phone line during business hours and greet arrivals
* Ensure guests in the waiting area feel welcomed
* Keep office / reception area neat and clean
* Refresh conference rooms throughout the day, including light touch up (cleaning) and straightening
* Order general, copy and Café supplies
* Interact with our food vendors; including compiling employee orders and processing with vendors
* Keep the Café clean and neat at all times
* Collect and report issues to appropriate resources; i.e. broken copier, light out in conference room
* Support employee events through planning and day of support
* Provide light administrative support as needed
* Other duties as assigned

**Education, experience and skills required:**

* Minimum two years of similar experience
* Previous experience working in an office environment
* Requires knowledge of administrative procedures, including file management
* Proficiency in software, including but not limited to: Excel, Word, PowerPoint, and Outlook
* Must be able to work independently
* Ability to multitask and prioritize multiple demands
* Excellent verbal communications skills
* Keen sense of detail; can see when something is out of place
* Ability to interface with all levels of leadership, employees and external customers/vendors
* High degree of professionalism, accountability and self-motivation
* Proven ability to be a self-starter and work independently under pressure and with minimal supervision
* Must have valid Florida driver’s license and be eligible for coverage through companies automobile insurance

**Essential physical requirements:**

* Must be physically able to do assigned work as outlined above
* Must be physically able to stand for hours at a time
* Must be able to lift up to 25 pounds
* Must be able to communicate in English effectively with other individuals
* Must be able to maintain good relations with employees, supervisors and the public
* Must be able to follow written and verbal instructions

*This job description in no way states or implies that these are the only duties to be performed by this position. The employee will be required to follow any other instructions and to perform any other duty requested by the supervisor.*