



Receptionist / Administrative Assistant



1 Convention Center Plaza, Pine Bluff, AR 71603 | Salary | Full Time

Job Summary:

The Receptionist / Administrative Assistant is responsible for greeting and directing guests and clients of the Pine Bluff Convention Center, handling all incoming calls to the main switchboard, providing clerical assistance as needed, and performing additional tasks as required.

Specific Job Duties and Responsibilities:

- Direct incoming calls to the appropriate staff of the Pine Bluff Convention Center
- Operate the Pine Bluff Convention Center radio system in a pleasant, business-like manner.
- Provide clerical assistance (typing of correspondence, creating contracts, filing, faxing, mailings, e-mails, etc.) when necessary.
- Provide clerical assistance to the Civic Auditorium Complex Commission (transcribing of audio recording to create monthly minutes, sending out all notifications for meetings via email, creating meeting agenda, sending all documents via email to the Civic Auditorium Complex Commission.
- Gather and distribute mail.
- Be informed of all events in the facility.
- Responsible for staffing part-time employees for events, as needed.
- Maintain a safe and clean reception area.
- Other duties as assigned by management.

Minimum Experience, Skills or Education Required:

- High School Education, or equivalent, (College Education is a plus).
- Excellent interpersonal skills.
- Established computer skills (Microsoft Word and Excel).
- Minimum of two years of office experience preferred.
- Ability to communicate with the public, staff members, and potential clients in a pleasant, professional manner.
- Professional telephone etiquette.



- Excellent time management and organizational skills.
- Excellent attention to detail.
- Ability to work independently.
- Ability to prioritize and multitask.
- Must have established typing and computer skills (Microsoft Word and Excel).
- Must have knowledge of how to create documents/emails using correct English grammar and spelling
- Maintain confidentiality with respect to staff members and clients.
- Self-starter who desires to take ownership of job duties and has a commitment to the role.

Deadline

The position will remain open until filled.