

**JOB DESCRIPTION: RECEPTIONIST**

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**Department:** Administration

**Reports to:** Head of Executive Management and Events

**Classification:** Non-Exempt/Full-Time

**Location:** Washington, DC

**Date:** April 2019

**POSITION SUMMARY**

The receptionist is responsible for coordinating office activities and interfacing with internal and external parties on behalf of the Forum.

**ESSENTIAL FUNCTIONS**

- Supervise front desk and coordinate required back up support
- Manage the front office needs (i.e. handling mail, answering phones, greeting visitors, tidiness, etc.)
- Handle all conference room needs (i.e. manage the schedule for its use, oversee catering, clean-up, AV equipment uses, etc.)
- With approval of management, coordinate purchasing and maintenance of office supplies and office equipment (i.e. paper/stationary, IT equipment, telephones, copiers, snack services, etc.)
- Help coordinate on-boarding for new employees, including desk set up, office access, telephone equipment, computer, etc.
- Assist Executive Vice Presidents with scheduling and travel needs
- Serve as tenant contact for property management; fire warden, etc. and establish and monitor facility standards (cleaning and other maintenance)

**SUPERVISORY RESPONSIBILITIES**

This position has no direct supervisory responsibilities.

**MINIMUM REQUIREMENTS**

- High School Diploma or GED equivalent
- 5+ years administrative support experience; 2+ years prior experience supporting executive level professionals
- Or any similar combination of education and experience
- Advanced word processing skills; knowledge of MS Office applications (Word, Excel)

**COMPETENCIES**

- Ability to handle confidential/sensitive information with discretion
- Demonstrated written and verbal communication skills
- Ability to prioritize and demonstrate excellent time management
- Proven record of providing excellent internal and external customer service
- Ability to effectively work with vendors, employees and management to ensure the smooth operation of the administrative functions of the office
- Excellent interpersonal skills



### **WORK ENVIRONMENT**

This position is based out of the Forum's office in Washington, DC and operates in a professional office environment. The role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and file cabinets.

Out-of-town travel is not required for this position.

### **ABOUT THE FINANCIAL SERVICES FORUM**

The Financial Services Forum is an economic policy and advocacy organization whose members are the chief executive officers of the eight largest and most diversified financial institutions headquartered in the United States. Forum member institutions are a leading source of lending and investment in the United States and serve millions of consumers, businesses, investors, and communities throughout the country. The Forum promotes policies that support savings and investment, deep and liquid capital markets, a competitive global marketplace, and a sound financial system.

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### **HOW TO APPLY:**

Interested candidates should submit a cover letter and resume to Kaitlyn Eisner-Poor: [keisner-poor@fsforum.com](mailto:keisner-poor@fsforum.com). No phone calls, please.