



7066 Interstate Island Road Syracuse, New York 13209 315.437.1899 foodbankcny.org

Receptionist

Position Summary:

The Receptionist is responsible for conducting all front desk activities including a variety of administrative duties and coordination of Food Bank special projects.

This is a part time position, representing 25 hours per week. Hours are negotiable during normal business hours; preferably 9 am - 2:30 pm.

Qualifications:

Provide referrals of our programs to individuals who call; Individual should have an Associate's degree or minimum one year of experience in a previous administrative position; should have strong administrative skills; proficiency of word processing software; pleasant manner in person and on the telephone; proficiency with copier, postage meter, and other office equipment; flexible with ability to work comfortably with diverse groups of people; excellent organizational skills; ability to prioritize work; proven ability to work as part of a team; strong time management skills; strong knowledge of business English and spelling.

Essential Functions:

The Receptionist responsibilities will include:

- Process and mail monthly financial statements, thank you letters, and general paperwork for our programs.
- Operate the main telephone system re: incoming calls, directing calls, and taking messages.
- Welcome, assist, and direct walk-in visitors and volunteers.
- Assist the Agency Relations Representative in completing product orders from partner agencies by phone and fax as necessary.
- Responsible for oversight of mail processing procedures including sorting, distributing, calculating, document retention for fundraising and finance, and record keeping.
- Assist with administrative support of our Summer Food Service Program.
- Provide administrative support for the Director of Human Resources.

Send resume and cover letter to:

Food Bank of Central New York
Attn: Human Resources
7066 Interstate Island Road
Syracuse NY, 13209

OR: hr@foodbankcny.org