

## **NATIONAL COUNCIL OF JEWISH WOMEN-ST. LOUIS**

**Job Title:** Receptionist

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### **Position Overview**

The Receptionist plays a key role in ensuring the smooth functioning of office operations by providing excellent customer service, managing office communications, and offering proactive administrative support. This position requires strong organizational and interpersonal skills, as well as attention to detail.

**Job Type:** Hourly, Non-Exempt

**Hourly Pay:** \$16 - \$18 per hour

**Reports To:** Chief Operations Officer

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### **Key Responsibilities**

#### **Customer Service & Front Desk Operations**

- Serve as the first point of contact for visitors, ensuring a positive experience and directing them as needed.

#### **Communication & Correspondence Management**

- Answer and direct phone calls, emails, and other inquiries promptly and professionally.

#### **Mail & Deliveries**

- Receive, sort, and distribute incoming mail and packages; manage outgoing mail and deliveries efficiently.

#### **Office Supplies Management**

- Maintain inventory of office supplies and order materials when necessary. Ensure that meeting rooms are stocked and prepared.

#### **Meeting & Calendar Coordination**

- Organize and prepare for meetings, including booking rooms, coordinating room setup/breakdown with the Building Operations Manager, arranging equipment, and preparing materials.
- Manage and maintain the NCJW & CEO calendars.

#### **Document Management**

- Organize and maintain both digital and physical files and records, ensuring easy retrieval of documents.

#### **Administrative Support for Programs & Events**

- Assist with administrative tasks such as mail mergers, creating name tags, maintaining committee rosters, sending new member packets.
- Create informational packets for development, membership and others as needed, keeping them stocked and ready to hand out.

#### **Finance**

- Process invoices weekly for approval and coordinate the coding of the monthly credit card transactions.

### **Office Management**

- Ensure the office remains clean, tidy, and well-organized.
  - Assist with additional office tasks and projects as required.
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### **Required Skills & Qualifications**

- 2-5 years of experience in office administration, customer service, or a related field.
  - Strong organizational and multitasking abilities with excellent attention to detail.
  - Proficient in Microsoft Word, Excel, and Office 365.
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### **Additional Information**

- NCJW-St. Louis promotes a collaborative and supportive work culture, so the ideal candidate will be personable, approachable and a true team player.
  - This is a full-time, in-office position with full benefits, including medical, dental, vision, PTO, Employee Assistance Program, HSA/FSA, and more.
  - NCJW-St. Louis is an equal opportunity employer and is committed to fostering an inclusive environment for all employees.
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### **How to Apply**

Interested candidates should email Jayne Stuckey, Chief Operations Officer, at **[jstuckey@ncjwstl.org](mailto:jstuckey@ncjwstl.org)** a copy of your resume, cover letter, and salary requirements in your application.