

Job Title

## Receptionist

Department  
Administration

Reports To  
Office Manager

FLSA Status  
Non-Exempt

## Job Summary

Maintains a positive and inviting office atmosphere for all visitors, board and staff. Assists office manager in shareholder-related services and record keeping. Provides grant management support. Assists with oral and written communications including phones, mail, and email. Takes direction from office manager.

## General Duties

- Greets visitors, answers telephone calls, and directs inquiries as appropriate
- Maintains corporate files and records
- Assists in all shareholder related services and record keeping at the direction of the Office Manager
- Keeps Shareholder Management and Email List Management databases up-to date.
- Provides grant management support for all Kootznoowoo grants, including developing a spreadsheet for reporting and draw down due dates, and other grant management functions
- Prepares check requests and purchase orders
- Makes bank deposits in a timely fashion
- Schedules Zoom Board Meetings for board and staff
- Manages all vendor files for Kootznoowoo, KPlaza, & Angoon building in coordination with Bookkeeper
- Ensures confidentiality of all corporate information
- Maintains inventory of office supplies
- Makes travel arrangements for board of directors; prepares & submits Per diem check requests; prepares and distributes board packets; sets up the board room for the quarterly & special meetings
- Monitors the "info@kootznoowoo.com email inbox and distributes emails to staff and CEO as appropriate
- Maintains logs for all incoming calls, mail, and visitors.
- Processes all incoming mail, and assists with mass mail outs
- Provides assistance to shareholders as requested
- Provides general support to office manager as needed



## Job Qualifications

- Education: High school diploma or equivalent
- Experience: 2 Years Customer Service with accurate data entry and excellent communication skills both verbally and written.

## Skills

- Excellent verbal and written communication
- Critical thinking and problem solving
- Active Listening
- Proficiency with computer programs such as Word and Excel
- Basic knowledge using office equipment, telephone system, and how to administer Zoom Meetings.

## WORKING CONDITIONS

The work is performed at Kootznoowoo, Inc's corporate office located in the K-Plaza Building in Juneau, AK. with moderate walk-in traffic. Incoming phone call volume fluctuates from minimal to heavy.

The building is a non-smoking facility with designated outside-smoking areas.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, talk, hear, use hands and fingers to operate, handle, or feel objects, tools, or controls; reach with hands and arms. Occasional walking, bending, and lifting and/or moving up to 25 pounds are required. Specific vision abilities required by this job include distance vision, close vision, and the ability to adjust focus.

## TO APPLY