

DELTA SIGMA THETA SORORITY, INC.

A Service Sorority

Grand Chapter

VACANCY ANNOUNCEMENT

TITLE: Receptionist/Secretary

OPENING DATE: April 26, 2017

DEPARTMENT: Facilities and Property Mgmt

CLOSING DATE: Open Until Filled

WORKSITE: 1707 New Hampshire Ave., N.W.
Washington, DC 20009

NO. OF VACANCIES: One (1)

SCHEDULED HOURS: Full-Time, 40 hours/wk

FLSA CLASSIFICATION: Non-Exempt

SALARY: Commensurate w/experience +benefits

REPORTS TO: Director, Facilities & Property Mgmt

POSITION PURPOSE AND SUMMARY

The Receptionist/Secretary performs general support functions such as receiving, referring, and handling incoming calls; data entry, filling, ordering supplies, and distributing and forwarding mail. The secretary must be proficient in Microsoft Office and will perform a wide variety of support duties to include typing general correspondence, reports and performing data entry functions. Routine duties with moderate supervision following established procedures and deadlines will be performed. The Secretary must use tact and judgment, and preserve confidentiality of sensitive information.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives and directs incoming calls.
2. Responds courteously to inquiries, provides information with scope of responsibility, and refers calls as appropriate.
3. Screens security camera shots and opens front and back doors for staff, visitors, and vendors appropriately.
4. Receives and directs visitors.
5. Receives and distributes/forwards mail; signs for receipt of packages, special delivers, etc., and appropriately forwards.
6. Assists with special mailings.
7. Fills orders for publications, order forms and informational materials and office supplies.
8. Monitors postage machine and informs supervisor when low.
9. Copies materials upon request.
10. Provides technical support or national committees and task forces.
11. Performs a variety of confidential administrative duties for the department.
12. Provides support with the "Help Desk" upon request.
13. May be required to travel to Conferences/ Conventions to support registration and other activities.
14. Performs other duties as required.

OTHER DUTIES AND RESPONSIBILITIES

1. Assumes other duties at National Conventions and Regional Conferences as assigned.
2. Travels when required.
3. Performs other duties as assigned (e.g. conducting tours of the National Headquarters Building).

QUALIFICATIONS/JOB SPECIFICATIONS

1. Associates Degree or at least four years of increasingly responsible secretarial experience involving frequent public contact.
2. Possesses verifiable experience using Microsoft Office.
3. Ability to quickly acquire knowledge of departmental program structure (mission, goals, and objectives), department policies, and procedures.
4. Broad knowledge of general office skills and equipment as evidenced by a combination of course work and/or experience.

5. Strong written and oral communication skills.
6. Ability to work effectively with team members, co-workers, and members of the organization.
7. Experience handling multiple interruptions and adjustments to priorities throughout the course of work.
8. Ability to communicate effectively, handling situations from routine to emergencies, calmly and efficiently.
9. Ability to maintain strict confidentiality.
10. Responsible, reliable, and ability to work with moderate supervision.

To apply for this position, indicate the title of the position and submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement, along with a cover letter that states specifically your salary requirements.

Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue, N.W.
Washington, DC 20009
Attn: HR Manager
Or email: hrmanager@deltasigmatheta.org