

Receptionist-Assistant Job Summary

Lycée International de Houston is Looking for **part time** energetic and motivated Receptionist-Assistant to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks.

As a Receptionist, you should have a pleasant personality, as this is also a customer service role. You should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations. Multitasking and stress management skills are essential for this position. This role may require working in shifts, so flexibility is a plus.

Receptionist-Assistant Responsibilities:

- Perform receptionist duties, to include: greeting and directing callers or visitors, and answering general questions following safety procedures and controlling the access from the front door.
- Receive and place telephone calls, direct and relay telephone messages and fax messages.
- Prepare responses to correspondence containing routine inquiries.
- Provide word processing and secretarial support to Executives and other employees as needed.
- Prepare reports, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software.
- Perform general office duties such as ordering supplies, photocopying, faxing, and emailing.
- Complete projects and special assignments by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem-solving, and adjusting plans.
- Interact and coordinate with internal and external leaders and other staff, as needed.
- Open, sort, and distribute incoming correspondence, including faxes and email.

- Prepare agendas, make arrangements, and assist in the planning and preparation of meetings and conferences.
- Maintain reception, coffee bars and conference rooms in neat and orderly fashion.
- Workflow in a timely and accurate manner.

Perform other duties as assigned by staff and management.

Receptionist-Assistant Requirements:

- High school degree
- Bilingual in English and French. Spanish is a plus (not limitative)
- Professional attitude and appearance
- Customer service attitude
- Multitasking and time-management skills, with the ability to prioritize tasks
- Must be detail oriented and able to follow written and verbal instructions.
- Excellent communication and interpersonal skills.
- Ability to be resourceful and proactive when issues arise