



LOS ANGELES COUNTY ECONOMIC DEVELOPMENT CORPORATION

POSITION DESCRIPTION AND SPECIFICATIONS FOR THE POSITION OF RECEPTIONIST AND ADMINISTRATIVE ASSISTANT

Reports To: Manager Information Systems and Administration
Department: Accounting and Administration
FLSA Status: Non-Exempt

Summary:

Interfaces with all levels of LAEDC personnel, Board Members and the general public. Responsible for the main reception area, incoming telephone calls; managing conference room scheduling and event support. Provides clerical support for the Accounting & Administration Department. Oversight for the mailroom, inbound and outbound mail and deliveries, break room supplies and general office supplies, including inventory and ordering.

Duties

- Manage multi-line telephone system, answer telephone, take accurate messages and transfer calls to appropriate individual in efficient and professional manner
- Maintain reception area and guest services, including a conference room schedule for office meetings, events and appointments as requested
- Manage conference room events, assisting with RSVPs, conference lines, and refreshments
- Responsible for mailroom, copy machines, shipping operations and facsimile transmissions
- Manage deliveries, receive and sign for packages and disseminate to individuals promptly
- Perform clerical support to the Accounting Department and duties as assigned to support the company or other department programs
- Responsible for break room supplies, inventory, stocking of items and ordering process
- Responsible for general office supplies for the company, inventory and ordering process

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions;

LAEDC HUMAN RESOURCES
T: 213.622.4300. F: 213.622.7100
444 S. FLOWER STREET, 34TH FLOOR, LOS ANGELES, CA 90071

Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software and Contact Management systems.

Certificates and Licenses: N/A

Supervisory Responsibilities: N/A

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

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 individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Resume Submission:

Resumes should be mailed to:
Rick Davila
444 S. Flower St.
34th Floor
Los Angeles, CA 90071
Or emailed to rd.hr@laedc.org