



The University of Vermont
FOUNDATION

Receptionist

The Receptionist will be the first point of contact for the UVM Foundation and will serve as the primary receptionist and administrative support for the organization. Job functions include greeting guests, answering telephones, data entry, word processing, electronic communication, processing reimbursement and other expenses, and Foundation mail. This is an entry level position with opportunity for advancement and will report to the Executive Assistant to the President & CEO of the UVM Foundation.

ESSENTIAL FUNCTIONS

- 60% Primary responsibility will be acting as reception for the UVM Foundation main building receiving visitors, answering telephones, and mail distribution.
- 35% Processing expense reimbursement requests and other general administrative support functions.
- 5% Other duties as assigned.

MINIMUM SKILLS & ABILITIES

- Associate's degree and three years of high-level professional administrative assistant experience required, or equivalent combination of education and experience.
- Superior communication skills, the ability to be discrete, and a professional manner (mature, confident, bright, pleasant, capable, and perceptive) are essential.
- Solid writing (editing, proofreading, etc.), spreadsheet and database skills.
- Effective interpersonal and telephone skills.
- Ability to take initiative, critical thinking skills, and creative problem solving skills needed.
- Must be highly organized, be able to multi-task, flexible, and able to balance the needs of professional staff members and guests of the University and Foundation.
- Computer proficiency: Microsoft Office Suite (Word, Excel, etc.)