

**RECEPTIONIST
ADMINISTRATIVE ASSISTANT I**

East-West Gateway Council of Governments (EWG) has an opening for a part-time Receptionist in the Executive Department. The Receptionist is a part-time, entry-level position that will report directly to the Assistant to the Executive Director and will support the Executive Department and EWG through performance of various administrative tasks. The duties include but are not limited to:

- General reception duties for EWG including: answering and directing phone calls while demonstrating professional phone etiquette; taking and delivering messages as necessary; identifying potential high priority calls and messages and making timely notification to the appropriate staff.
- Guest service duties within the reception area to support EWG activities like Board and Committee meetings including: greeting guests and visitors; determining the nature of the guest's or visitor's business and announcing their arrival to the appropriate personnel; monitoring visitor access; and validating/documenting guest and visitor parking.
- Administrative support duties, including: drafting letters, memos, and similar documents for the Assistant to the Executive Director; and scanning and filing documents; making room reservations; preparing, sorting, and delivering EWG incoming mail and preparing and sending EWG out-going mail; proper recording and delivery of time sensitive documents such as bids/proposals; sending faxes for staff; monitoring and routing incoming faxes; maintaining reception area materials and office supplies; performing office opening and end-of- day closing procedures.
- This position may also serve as back-up for other administrative support staff, as needed.

The successful candidate will be:

- Familiar with general office procedures and equipment (e.g. copiers and printers).
- Proficient in using computer equipment and programs like Microsoft Office applications (e.g. Word, Excel), email, and calendar programs.
- Detail oriented with strong organizational and time management skills.
- Able to:
 - Type at least 50 WPM.
 - Work on multiple projects simultaneously and adapt quickly in a fast-paced, changing environment with inflexible deadlines.
 - Communicate effectively and tactfully with a diverse client base in both written and oral form.



**EAST-WEST GATEWAY
Council of Governments**

Creating Solutions Across Jurisdictional Boundaries

**1 S. Memorial Drive, Suite 1600
St. Louis, MO 63102**

AN EQUAL OPPORTUNITY EMPLOYER

**RECEPTIONIST
ADMINISTRATIVE ASSISTANT I**

This position requires graduation from high school or completion of a High School Equivalency program including or supplemented by basic coursework in computer/word processing, secretarial or business related fields, English and mathematics and a minimum of 2 years of related work experience. A year or more of college level study in a related field may be substituted for 1 year of experience.

All applicants for this position must be authorized to work in the United States.

The pay range for this position is \$16.83 to \$18.94 per hour, with actual starting pay in this range based on background and experience.

Applicants should submit a cover letter and resume by email to: careers@ewgateway.org; with the subject line: Receptionist Application.



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