

Tenacre Foundation

Part-Time Receptionist

The Part-Time Receptionist serves as an ambassador for Tenacre with a welcoming and gracious demeanor.

Essential duties include:

- Greets visitors at Tenacre's reception desk in a professional and pleasant manner
- Uses sound judgement to respond to questions and requests in a timely fashion, and knows when, and to whom, a decision should be referred
- Assists with mailings and other office tasks
- Performs light bookkeeping and data entry
- Adeptly handles multiple priorities and tasks
- Inputs and accesses data in the reservation system
- Willingly takes on other duties as assigned

Education and/or Experience and Licenses

- Membership in The First Church of Christ, Scientist, Boston
- Demonstrated ability to read and speak English fluently
- Consistent positive working relationships with others.
- Proficiency with computers and basic typing skills
- Processing of all reservation requests, changes, and cancellations as assigned
- Accurate and quality focus
- Confidentiality of proprietary information
- Fluency in speaking, reading, and writing English
- Exceptional welcoming service to visitors, staff and contractors
- Natural ability to learn and use basic features of accounting and reservations software
- Flexibility to work on weekends