

We currently have a vacancy for an Administrative Assistant/ Receptionist in support of the Security and Emergency Operations team. The primary role is to staff the site lobby and provide assistance to staff and visitors associated with this campus location. This position is located in Research Triangle Park, NC.

Position Summary:

This position is part of the Security and Emergency Operations team with major accountability to staff and visitors located at the site. This involves answering and directing of high volume incoming phone calls as well as providing assistance to all site staff, vendors, and visitors.

Major Accountabilities:

- Professional answering and directing of all incoming phone calls to the main switchboard at a rate of approximately 30-35 calls per hour.
- Prompt and professional greeting of all employees, visitors, and guests entering the site main lobby entrance. Interact with external vendors and customers.
- Verify presence of employee ID of all persons entering the building.
- Keep the beverage refrigerator stocked and monitor the supply inventory located in supply closet. This may include order management of supplies or general office management.
- Monitor CCTV to observe for suspicious activity using the Easy Lobby software system provided.
- Provide general assistance and respond to requests by persons in the lobby and/or building.
- Manage the conference room calendar and schedule conference rooms as requested by others.
- When mail arrives, contact accounting on second floor to retrieve mail.
- Keep lobby desk area clean, organized, and professional at all times.
- Assist with requests from other administrative persons in the building such as requests for assistance from the Executive Assistant to the CEO.
- Other administrative duties as assigned by the Security Manager or his/her direct reports including but not limited to providing back up administrative support to other areas of the company.

Candidate Qualifications/Education:

- 3-5 years of successful experience in a senior level administrative support role.
- Expertise in Microsoft Excel, Word, and PowerPoint.
- Associate's Degree in business related area of study preferred.

Professional and Personal Traits:

- Has a demonstrated track record of quality support and high performance.
- Will question current assumptions about the business conditions/model and offer solutions.
- Strong work ethic, self-motivated and works with limited direction.
- Outgoing/energetic demeanor
- Exceptional attention to detail
- Organized and resourceful
- Excellent communicator, collaborates well with others.
- Multi-tasks effectively.
- Possesses unquestionable integrity and ethics.