



JOB TITLE: Receptionist
LOCATION: Anaheim, California
STATUS: Part-Time
SALARY: \$12.00-\$13.00/hr.
START DATE: Immediately

The TGR Foundation is recruiting a **Receptionist** to work in a unique learning program at the TGR Learning Lab in Anaheim, California. The individual selected will enjoy an exceptional professional opportunity to provide support for an innovative Learning Lab concept that will serve as a model for other communities. If you love to explore new ideas and thrive in an environment that prepares young people for a future career, then check out this career opportunity.

JOB SUMMARY:

Reporting to the Senior Manager of Administration, the **Receptionist** will be responsible for greeting, welcoming, and directing students, families and visitors appropriately, notifying company personnel of visitor arrival and maintaining security and telecommunications system. The **Receptionist** will be responsible for developing and maintaining operational excellence with all TGR Foundation Program-specific data management. They will preferably have past involvement in educational programs for youth and experience or interest in customer service.

JOB RESPONSIBILITIES:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries;
- Interacts effectively with co-workers, students, parents, volunteers and the general public;
- Helps maintain workplace security by issuing, checking and collecting badges as necessary and maintaining visitor logs;
- Assists with a variety of administrative tasks including filing, copying, faxing, and inventory of supplies;
- Inputs and maintains data including preparing reports;
- Maintains safe and clean reception area by complying with procedures, expectations and regulations;
- Maintains continuity among receptionists by documenting and communicating actions, irregularities, and continuing needs;
- Assists the Administrative staff as needed.



EDUCATION, EXPERIENCE & SKILLS REQUIRED:

- Two openings available to cover the following required hours:
 - Monday – Thursday, 1pm – 6pm
 - Friday and Saturday 8am – 5pm
- High school diploma or an equivalent combination of skills, training and experience;
- Proficient computer skills, including knowledge and application of MS Office;
- Impeccable interpersonal, organizational and verbal/written communication skills;
- Ability to work with constant interruptions;
- Ability to read, write and speak Spanish preferred;
- Ability to work as a team and in a fast-paced environment;
- Support TGR Foundation mission, vision and core values.

TO APPLY

Please submit the following materials to Yvonne Tello at ytello@tgrfoundation.org

- Cover letter
- Resume

TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of each, and every job responsibility. Because job content may change from time to time, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.