

ADMINISTRATIVE RECEPTIONIST

About the Columbus Partnership

The Columbus Partnership is a nonprofit organization of CEOs from Columbus' leading businesses and institutions. Through our membership and other ally organizations across Central Ohio, the Partnership upholds a shared vision to make Columbus the most prosperous region in the country.

The Columbus Partnership team also includes One Columbus, one of the nation's top economic development organizations that serves the 11-county Columbus Region; and Smart Columbus, an innovation lab that advances what is new and next at the intersection of technology and community good.

Can you imagine Columbus as the most prosperous region in the United States, where every day more and more people are able to improve their economic and social well-being? We do – every day.

Classification Status- Non-Exempt, Part-Time

Summary

The Administrative Receptionist interfaces with all members of the Columbus Partnership and One Columbus teams. This position involves overseeing various administrative tasks and operational functions with a focus on delivering an excellent impression throughout the visitor's experience.

Reports to

Operations Manager

Essential duties and responsibilities

Office management, meetings, and reception

- Enhance the member experience by warmly welcoming guests and providing complimentary beverages, snacks, and meals tailored to their preferences.
- Answer the Columbus Partnership's main phone line, monitor voicemail, handle requests for information, direct inquiries accordingly.
- Keep all areas in the office operational, camera-ready and stocked with supplies. This includes daily upkeep of the reception area, kitchen, kitchen appliances, meeting spaces.
- Maintain inventory and storage of office supplies and snacks, order and restock as needed.
- Ensure that lobby screens are consistently updated with current information, welcoming messages, and other engaging content, contributing to the creation of an exceptional experience.
- Work with office supply vendors to fulfill staff requests and needs related to the physical work environment (furniture and fixtures, workspace requests, plants, office equipment repairs, special cleaning requests, etc.)
- Stay apprised of meeting room schedules and related needs.
- Assist team members with meetings setup and teardown as needed. Work with IT specialist to troubleshoot meeting room technology when necessary.
- Facilitate the distribution and receipt of materials to multiple members and investors, while also coordinating courier services when required.
- Administration and coordination of all sponsored events, which includes sending tickets and RSVPing with event organizers
- Coordinate in-office meetings
- Support the One Columbus team in hospitality for external partners to assist with gifts, hotels, transportation, and catering.
- Support the Columbus Partnership team in the Salesforce administration of partnership members.

Skills and qualifications

- Takes pride creating a friendly, professional and welcoming environment.
- Thrives in a demanding organization where no two days are alike.
- Has strong communication skills and is at ease with individuals at all professional levels, including those in the highest levels of leadership and within the c-suite.
- Able to prioritize competing demands.
- Strong organizational and multitasking skills.
- Ability to coordinate schedules for individuals and larger groups.
- Applies a service-oriented mindset to daily work and values continuous improvement.
- Exercises sound, independent judgment in a variety of situations, but is also willing to ask questions and seek counsel when needed.
- Maintains professionalism and discretion when handling confidential matters.
- Strong technical skills (i.e., Microsoft Word, PowerPoint, Excel 2007, web-based applications, etc.) Quick learner of new skills and software.
- Able to occasionally work outside of standard office hours to accommodate meetings and events.
- Has a positive attitude, can-do spirit, interest in current events and love of the Columbus Region.

Travel and Schedule

- Travel/driving will be required, most of which is expected to be in the Columbus Region.
- Must be available to work occasional off-hours: events and meetings will involve some early mornings and evenings.

To apply

Please email the following in PDF format to careers@columbusregion.com. Include "Administrative Receptionist" in the subject line of your email.

- Cover letter
- Resume

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Columbus Partnership is an equal employment opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, sex, age, religion, ancestry, national origin, citizenship, disability, military status, sexual orientation, or genetic information. The Columbus Partnership requires all employees, vendors, and associates to support its nondiscriminatory policies.

The Columbus Partnership is committed to the full inclusion of all qualified individuals. In keeping with our commitment, The Columbus Partnership will take steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and / or to receive all other benefits and privileges of employment, please contact Jazmyne Heath (614)981-2346 and jh@columbuspartnership.com.