



**Position Announcement: Event Receptionist  
Old National Events Plaza Evansville, IN.**

**Job Title:** Event Receptionist (part-time)  
**Department:** Administration  
**Reports To:** Administrative Assistant  
**FLSA Status:** Non-Exempt

**Summary** Assists customers, clients, events staff, tenants, employees and the general public by operating a multi-line telephone system to answer incoming calls, providing information, and delivering any other customer service needed, by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Retrieves messages from voice mail and forwards to appropriate personnel.

Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.

Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.

Answers questions about organization and provides callers with address, directions, information about events at the facility and other information.

Welcomes on-site visitors, determines nature of business, announces visitors to appropriate personnel, directs visitors as needed.

Monitors visitor access and issues passes when required.

Operates radio dispatch system as needed.

Updates appointment calendars.

Receives, sorts, and routes mail, and maintains and routes publications.

Performs other clerical duties as needed, such as filing, typing, photocopying, and collating.

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

High School diploma or G.E.D. preferred

1 year related experience and/or training; or equivalent combination of education and experience

Excellent oral, written and interpersonal skills

Detail oriented

Ability to work unsupervised and to function both independently and as a team member

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Apply in Person at:**

**Old National Events Plaza**

**715 Locust Street**

**Evansville, IN. 47708**

**Attn: Human Resources**

***SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRRR Federal Contractor.***

**Date Opened: 5/3/2017**

**Closing Date: 5/17/2017**