



Job Title: Receptionist

Location: Lynnwood Convention Center (Lynnwood, WA)

Department: Security

Reports To: Office Manager

FLSA Status: Part-Time Hourly – flexible shifts

- Free Parking
- Paid Sick Leave
- 401k Participation Available
- Flexible hours

The Lynnwood Convention Center strives to provide excellent guest service through our core principles, safety, professional, resourceful, accommodating, and precise. As a member of the Lynnwood Convention Center team, we are looking for talented folks who model these values in their work behavior, decision making, personal contributions and guest interactions. We invite you to join our team and show your affinity for guest service, and work alongside others who have the same shared values and commitment to excellence.

Summary: This position serves as the "First Impression" for the Lynnwood Convention Center and provides responsible administrative support for the facility. Work hours range from 10-25 hours per week, depending on event schedule.

Essential Duties and Responsibilities: (Including but not limited to the following)

- Serve as the first point of contact for facility guests; function as receptionist
- Maintain a friendly, inviting and professional image with patrons and staff
- During events; monitor general activity and relay any client or guest requests to the appropriate event manager
- Answers incoming phone calls; provides general information to callers; connects callers to the proper extensions
- Prepare and maintain hard copy files; maintain electronic files and databases
- Retrieve, open and distribute all mail
- Update electronic reader board and LCD screens daily
- Create internal signage for building and events daily
- Update website calendar of events daily; other basic website maintenance as directed
- Works part time/irregular hours; primarily late afternoon, evenings and weekends
- Perform other duties as may be assigned

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. A background in clerical work, customer service and communications is required. A hospitality background is desired.

Education and/or Experience:

Associates degree from an accredited two-year college or equivalent.

Skills / Aptitudes:

- Excellent organizational, planning and problem-solving skills
- Ability to prioritize and to handle multiple projects simultaneously

- Exceptional interpersonal skills
- Exceptional communication skills both verbal and written, utilizing the English language
- Professional presentation, appearance and work ethic
- Ability to function successfully in a fast-paced environment

Computer Skills:

To perform this job successfully, an individual should have a strong working knowledge of computers and industry standard software systems, including standard Microsoft Windows operating based platforms such as Outlook, Excel, Word and Publisher.

Note: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

\$14.00 to \$15.00 per hour, depending upon experience

To Apply:

Please copy of follow the link below:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000449803206#/>

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