

Employee Requisition Form

Position to Be Filled: Administrative Receptionist

Purpose: Provide exemplary customer service to the Guests of the Tachi Palace Hotel & Casino by greeting visitors, directing them to the appropriate personnel, and to receive/forward incoming calls for the Administrative Staff. This position also serves as a support function to Department Heads of the Tachi Palace Hotel & Casino as well as the General Manager.

Required Qualifications / Essential Duties:

- Greets all persons entering the Administration area in a friendly and professional manner, determine the nature and purpose of visit, and direct or check them in as a visitor and escort them to or arrange to have someone escort them to specific destination.
- Answers and directs all incoming phone calls.
- Serves as point of contact for the Reception / mail area.
- Maintains all logs and reporting documentation.
- Provide administrative support tasks such as ordering, proofreading, transcribing, filing, and preparing forms/documents.
- Actively listen to customer complaints and try to resolve issue by directing to appropriate department.
- Assist in the planning and preparation of meetings.
- Assist with preparations for Council meetings.
- Performs various Mail Center activities (sorting, metering, folding, inserting, delivery, pickup. Etc.)
- Handles time-sensitive material like confidential, urgent packages.
- Maintain and replenish stock in second floor break rooms.
- High school diploma or general education degree
- 1 year experience in an office setting.
- Knowledge and skill to use general office equipment such as postage machine, copiers and facsimile machines
- Basic computer knowledge and skill with Microsoft Word & Excel and Internet
- Have a basic knowledge of the mail system
- Bi-lingual preferred (Spanish)

Reports To: Assistant General Manager

Starting Rate of Pay: D.O.E

Approximate Hours: 40 hours plus

Date Needed: ASAP

Filling Deadline: Open Until Filled

Recruitment Representative
kam

Date Posted