

## **Part Time Receptionist**

### **HOURS**

- 20 hours per week
- Could be more hours available, determined by Production needs

### **DAYS**

- Monday through Friday
- 9:00am -1:00pm

### **Duties and Responsibilities**

Greets visitors, handles incoming calls and performs general reception duties. Assist studio administrative staff with daily food orders; help with other tasks when asked.

The 2 most important tasks are:

- Answer the phones, transfer calls and make sure phone messages reach the right person
- Greet guests & clients. Please have them wait in the lobby until ready, offer drinks and provide a welcoming atmosphere.

### **Daily Tasks**

Remove phone system from back up mode and check voice mail: distribute messages

Set Up Coffee & Beverage station upon arrival

Set out breakfast cereals upon arrival

Break down breakfast supplies at 10:00 a.m.

Check restrooms, paper supplies & tidy up if necessary

Empty/load dishwasher as needed

Stock snack station, chips, granola bars etc. in great room & in artists studio

Stock beverages in refrigerator, also downstairs in the artists work studio

Confirm any specific catering needs for the Shade team &/or Shade VFX clients.

Facilitate all incoming mail and outgoing mail: this may include a trip to the post office

Determine if any need shipping, delivery needs for Shade VFX

**Contact:** Please email your cover letter, and your resume.