

MPDC Job Description

Job Title: Receptionist	Department: Operations
Position Status: Temp/Part-Time, Non-Exempt	Pay Rate/Salary: \$25.75/hour
Reports to: Director of Operations	Estimated Start Date: ASAP

About MPDC: Madison Park Development Corporation (MPDC) is a 59-year old community development corporation (CDC) that serves the Roxbury neighborhood of Boston. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Nubian Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury.

Position Description: The Receptionist serves as the first point of contact for visitors and callers to MPDC and plays a vital role in ensuring a welcoming and organized office environment. This individual demonstrates a friendly and professional manner, and is always punctual. The hours for this position are Monday through Friday, 1:00 pm to 5:00 pm. This is a six (6) month temporary hire with the possibility of becoming permanent.

Responsibilities:

- Greet and direct all visitors to the appropriate departments or individuals within MPDC.
- Maintain current information on scheduled meetings and anticipated visitors.
- Answer, screen, and route incoming phone calls professionally.
- Keep the reception area clean, safe, and in compliance with organizational procedures and standards.
- Receive and open incoming mail, except mail addressed to the CEO or HR/Payroll. When in doubt, consult the Director of Operations or Sr. Executive Administrative Assistant.
- Maintain cleanliness and organization in both kitchen areas, including the upkeep of equipment and supplies.
- Monitor kitchen supply inventory and notify the Director of Operations when supplies are needed.
- Maintain updated contact lists and organizational charts.
- Provide general administrative support to staff as assigned by the Director of Operations or Sr. Executive Administrative Assistant, including copying, scanning, filing, mailings, internet research, and data entry.
- Carry out end-of-day responsibilities, including:
 - Delivering outgoing mail to the post office.
 - Check the fax machine and distribute incoming faxes as appropriate.

- Refilling copier trays.
- Tidying supply areas.
- Ensuring kitchen sinks are clean of dishes and dishwashers are loaded and started.
- Wiping down kitchen counters and tables.
- Straightening up conference rooms.
- Perform other duties as directed

Required Knowledge, Skills, and Experience:*

- Years of Experience: 1-3 years of experience working in an office setting
- Skills:
 - Strong customer service skills, including a clear and pleasant telephone manner
 - Strong organizational skills and ability to multitask
 - Knowledge of computers and relevant software applications such as Microsoft Office
 - Great verbal and written communication skills
 - Business casual attire

*Must be able to pass a CORI, reference, educational and professional licensure check

This role does not include health insurance, paid time off, or other employee benefits.

[APPLY HERE!](#)