**Position Announcement**

**Receptionist**

The Tennessee College of Applied Technology-Memphis is accepting applications for the position of Receptionist for the Bartlett Extension Campus. This is a full-time position, Monday-Friday, 10:00 a.m.-6:30 p.m.

**Minimum Qualifications:**

* High school diploma or equivalent required. Technical diploma or associate’s degree preferred
* Three years of current office/post-secondary experience
* Excellent communication skills, both verbal and written.
* Proven experience in a customer service or administrative role preferred.
* Strong interpersonal skills and ability to interact professionally with diverse individuals.
* Proficiency in Microsoft Office Suite and basic office/computer equipment.
* Ability to multitask, prioritize tasks, and work effectively in a fast-paced environment.
* Attention to detail and accuracy in data entry and record-keeping.
* Knowledge of basic office procedures and protocols.
* Ability to maintain confidentiality and handle sensitive information with discretion.

**Responsibilities and Duties:**

* **Greeting and Directing Visitors:** Welcome visitors to the college in a friendly and professional manner. Provide information and direct visitors to the appropriate departments or individuals.
* **Answering Inquiries:** Respond to inquiries from students, faculty, staff, and the public in person, over the phone, and via email. Provide accurate information or refer inquiries to the relevant personnel.
* **Maintaining Reception Area:** Keep the reception area clean, organized, and presentable at all times. Ensure that informational materials, brochures, and forms are readily available for visitors.
* **Managing Incoming and Outgoing Communications:** Receive and distribute incoming mail, emails, and phone calls. Assist with outgoing communications as directed by college staff.
* **Scheduling Appointments:** Coordinate appointments for students, faculty, and staff with college administrators or instructors. Maintain appointment schedules and ensure timely reminders.
* **Assisting with Registration:** Aid students with the registration process by providing information on course offerings, registration procedures, and deadlines. Assist with forms, paperwork, and online registration systems as needed.
* **Providing Administrative Support:** Assist college staff with administrative tasks such as data entry, filing, photocopying, and document preparation. Collaborate with other administrative personnel to ensure efficient office operations.
* **Monitoring Access Control:** Monitor access to college facilities and enforce security protocols as necessary. Issue visitor badges and maintain visitor logs as per college policies.
* **Assisting with Special Events:** Support the planning and execution of special events hosted by the college. Provide logistical support, assist with event setup and cleanup, and ensure a positive experience for attendees.
* **Other duties as assigned by college staff**

**Salary**: Commensurate with education and experience.

**Application Deadline:** Review of applications will begin **immediately,** and applications will be accepted until position is filled.

**Please complete the following steps to apply:**

* Visit <https://tcatmemphis.edu/about/jobs-and-employment>
* Select "View Open Job Opportunities"
* Select "PageUp Job Postings"
* On the left pane menu, under college, select TCAT Memphis and follow the instructions

**NOTICE OF NON-DISCRIMINATION:** TN College of Applied Technology Memphis does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, disability, age status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities.

The following person has been designated to handle inquiries regarding non-discrimination policies: Name and/or title: Sherlita Nelson-Denton, Email:sherlita.denton@tcatmemphis.edu, Address: 550 Alabama Avenue, Memphis, TN 38105, Telephone no. 901-543-6137.

The TN College of Applied Technology Memphis policy on nondiscrimination can be found at https://tcatmemphis.edu/about/non-discrimination-statement