



**NewTek**

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## Job Description: Receptionist

<b>Job Title:</b>	Receptionist
<b>Department:</b>	Sales Operations
<b>Reports To:</b>	Director of Sales Operations
<b>Location:</b>	San Antonio, TX
<b>Direct Reports:</b>	None

NewTek, the Emmy Award winning provider of innovative solutions for Graphics, Film, and Television Production, recognizes that employees are at the core of its success. We recruit and retain highly qualified, motivated, and passionate individuals and provide them with an environment to grow, succeed, and share in the company's success.

### Position Description:

We are looking for a responsible Receptionist to perform a variety of administrative and clerical tasks. Duties of the Receptionist include answering and directing phone calls, providing administrative support to our executives, and general office duties.

### Essential Duties and Responsibilities:

- Answer and direct phone calls
- Coordinate appointments / calendars for Professional Services team
- Manage and coordinate sales, services, and support meeting schedules
- Assist in the preparation of regularly scheduled reports
- Update and maintain office policies and procedures
- Manage office supply inventory and orders
- Maintain contact lists
- Assist with travel arrangements as needed
- Assist with expense reports as needed
- Provide general support to clients, vendors, and other visitors
- Act as the point of contact for internal and external clients
- Coordinate and distribute deliveries and mail
- Coordinate sales meetings as needed
- Data entry / database management
- General office duties, including but not limited to copying, scanning, mailing, and filing

- General office management duties, including but not limited to, maintaining records, office open and closing duties, light cleaning and organizing as needed
- Other administrative duties as needed

## Key Requirements:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proven experience as a Receptionist or Administrative Assistant
- Proficiency in MS Office (Word, Excel, and PowerPoint), with strong general computer knowledge
- Excellent written and verbal communication skills
- Ability to maintain confidentiality of client, staff and company information
- Excellent time management skills and the ability to prioritize tasks
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multi-task
- Knowledge of principles and practices of organization, planning, records management and general administration
- Ability to communicate effectively
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines
- Ability to follow oral and written instructions

## Experience and Requirements:

- At least one (1) year of experience as a Receptionist or Administrative Assistant
- High School Degree is required; Associates Degree or occupational training is a plus

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