



Job Description

Job Title: Front Desk Assistant
Reports to: Senior Director of Human Resources
FLSA Status: Non-Exempt
Location: Atlanta

Summary

Designed for a recent college grad, this position provides administrative and project management support to UP and Aspire employees. Manages the company's lobby area, greets and directs all visitors, including vendors, clients, job candidates and customers. Ensures completion of paperwork, sign-in and security procedures. Handles special business-critical tasks and may assist various departments as needed.

Essential Duties and Responsibilities

- Manages and creates monthly employee newsletter.
- Takes on various projects from other departments as needed. Projects may include, uploading and filing print and online articles to UP's PR system, updating UP's programming calendar with movie premieres and shows, researching movie premieres and shows across UP's competitors, sweeping YouTube for UP content, reconciling UP's viewer services database and researching Cynopsis for other network premieres and finales.
- Answers incoming telephone calls and transfers as appropriate.
- Checks nightline voice mail for messages each morning.
- Welcomes visitors; determines nature of visit & contacts the appropriate person.
- Sorts, screens, prioritizes and distributes incoming mail to the appropriate party.
- Prepare coffee, clean kitchen and ensure office is ready for business each day.
- Orders and restocks Staples and FedEx supplies.
- Checks fax machine throughout the day; alerts recipient of fax via email or hand delivery.
- Maintains copy equipment; ensures copier is full of paper and toner at all times.
- Helps employees with various administrative tasks and requests (i.e. printing, scanning, faxing, troubleshooting, etc.)
- Maintains calendar and upkeep of all conference rooms.
- Keeps kitchen in order; loads/unloads dishwasher.
- Assists with Board Meeting preparation and office protocol.

Education/Experience

Bachelor's degree (B.A.) from a four-year college/university with an emphasis in Business Administration, Computer Science, Sales, Research and Analytics. Excellent verbal & written skills required. Ability to work independently in a fast-paced environment. Must show strong leadership potential and initiative. Must be customer-focused driven. Must be well organized and have the ability to multi-task under tight deadlines. Ability to interact with employees at all levels.

Computer Skills

To perform this job successfully, an individual should be proficient with Microsoft Office Suite including Word, Excel and PowerPoint.



Certificates and Licenses

No certifications needed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Application Process

To apply, submit your resume to Human Resources at <https://app.trinethire.com/companies/183-uptyv/jobs/7559-front-desk-assistant>