

Sent On: 1/14/2020

Subject: New Job listing from Pittsburgh, PA

Category:

Media - Journalism - Newspaper

Position/Title:

Receptionist

Details:

WTAE-TV, the Hearst-owned ABC affiliate in Pittsburgh, PA has an opening for a part-time Receptionist to serve as administrative support to the station as well as provide assistance to other departments as needed. This individual will provide support by performing various tasks that contribute to the daily operations of the department. The Receptionist will serve visitors by greeting, welcoming, and directing them appropriately; notifying company personnel of visitor arrivals; maintaining security, clerical duties and operating the Cisco IP phone system.

Job Responsibilities:

- Welcomes visitors by greeting them in person or on the telephone; answering and/or referring inquiries.
- Provides information to viewers in a professional manner.
- Directs visitors and maintains the employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring guest logbook; issuing visitor badges.
- Maintains safe and clean reception area.
- Maintains continuity among departments by documenting and communicating actions.
- Contributes to team effort by accomplishing related results as needed.
- Orders and maintains general office supplies.
- Coordinates the pick-up and delivery of express mail services and USPS mail.

Experience Requirements:

- Previous Customer Service or Receptionist experience preferred

Qualifications Requirements:

- Excellent Communication Skills - whether in person or on the telephone.
- Customer Focus - professionalism in handling client inquires/requests.
- Organization Skills - ability to handle pressure and multiple tasks.
- Prefer familiarity with the Cisco IP phone system.
- Microsoft Office and general computer skills.

Education:

High School Diploma or General Equivalency Diploma

Vacancy Type:

Part Time

Date Posted:

1/14/2020

Closing Date:

2/13/2020

City:

Pittsburgh - 15221

State:

Pennsylvania

Contact:

Please visit <http://careers.hearsttelevision.com/> to apply. EOE

Apply Online URL:

<http://careers.hearsttelevision.com/>

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER