



Receptionist

Chi Omega Fraternity is seeking qualified applicants for the position of Receptionist. This position reports to the Supervisor of Administrative Services and provides support to the Executive Headquarters staff and Chi Omega's members and volunteers.

The Receptionist will:

- Greet all visitors and vendors to the Executive Headquarters.
- Answer the phones and direct all calls to the appropriate staff members.
- Manage the front desk voice mail each morning and throughout the day.
- Respond to or forward Chi Omega general email to the appropriate staff members.
- Receive and distribute the incoming mail to the appropriate staff members.
- Assist the Supervisor of Administrative Services, other Executive Headquarters managers and volunteers when needed with various clerical and database tasks.
- Enter and update information in the Fraternity's membership database.

This position requires:

- Excellent interpersonal skills; including an optimistic, flexible attitude; and a professional, polished appearance.
- Experience handling a multiline phone system.
- Experience in a customer service atmosphere.
- Excellent oral and written communication skills.
- Attention to detail and accuracy.
- Basic knowledge of Microsoft Office Suite (Word, Excel, Outlook and PowerPoint.)

This position is located at the Chi Omega Executive Headquarters in Memphis, Tennessee. This is a full-time hourly non-exempt position (M-F, 8am – 5pm). Chi Omega membership is preferred. Applications will be accepted immediately.

Founded in 1895 at the University of Arkansas, Chi Omega is the largest women's fraternal organization with over 330,000 initiates and 181 collegiate chapters. Chi Omega is an intergenerational women's organization forever committed to our founding purposes: friendship, personal integrity, service to others, academic excellence and intellectual pursuits, community and campus involvement, and personal and career development. Our web site is www.ChiOmega.com.

Qualified and interested applicants should email a resume and cover letter, including salary requirements and references to: Tori Barton at tbarton@chiomega.com