

## **ANNOUNCING AN EXCITING JOB OPPORTUNITY AVAILABLE WITH CHI OMEGA!**

### 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, Chi Omega Fraternity is the largest women's fraternal organization in the world with over 385,000 initiated Sisters and 181 collegiate chapters. Chi Omegas bring the Fraternity's founding purposes to life, one woman at a time, through friendship, personal integrity, service to others, academic excellence and intellectual pursuits, community and campus involvement, and personal and career development. Chi Omega's shared values inspire Sisters to serve the world for a lifetime. Learn more at [chiomega.com](http://chiomega.com).

Qualified and interested applicants should email a resume and cover letter, including salary requirements and references to:

Tori Barton  
Supervisor of Administrative Services  
[tori.barton@chiomega.com](mailto:tori.barton@chiomega.com)