
Job Description

KEEP NORTH FULTON BEAUTIFUL/SANDY SPRINGS RECYCLING CENTER Keep North Fulton Beautiful (KNFB) is non-profit organization that provides environmental education and conservation programs to the communities of Johns Creek and Sandy Springs. We have served our community since our formation as a 501(c)(3) non-profit organization in 1984. We also operate the Sandy Springs Recycling Center, a community drop-off recycling center. Our employees enjoy a casual, flexible, team-focused workplace.

POSITION DESCRIPTION

Receptionist Overview: The Receptionist is responsible for managing the day-to-day administrative tasks of our office and recycling center, focusing on making our organization and facility an efficient, friendly, clean, and well-organized resource for our community and for our customers to visit. This position is actively involved in administrative activities such as assisting customers with payments or other services, and overseeing the proper sign-in and out procedures of court-ordered community service workers.

Key responsibilities and tasks include but are not limited to:

- Provision of an easy and comfortable experience for our customers
 - Greet customers, accept and process payments, assist as needed
 - Answer phones, check voice mail, and respond effectively and accurately to questions and requests
 - Maintain proper security procedures for sensitive documents for shredding
- Monitoring sign-in and sign-out of court-ordered community service workers
 - Maintain time logs
 - Conduct daily orientation for new community service workers
 - Enforce rules and regulations regarding CSW hours
- Support the daily functions of the recycling center and KNFB office
 - Contact commodities vendors regarding pick-up and delivery of materials
 - Maintain vendor pickup log
 - Opening and closing procedures on occasion, in absence of Recycling Center manager
 - Accept mail and deliveries and distribute as appropriate
 - Maintain clean, tidy, and safe workspace
- Assistance with center-wide events and other support functions such as recycling drives, special events, special projects, and support the Executive Director as needed

The successful candidate:

- Must have a positive attitude and an extraordinary ability to work cooperatively with a wide variety of demographically diverse individuals, from all ends of the socio-economic spectrum, with varying levels of education and ability. A friendly and outgoing personality is a must for working directly with customers to make sure that their needs are being met.
- Must have a valid driver's license and own a reliable vehicle
- Must be a non-smoker in a drug-and alcohol-free environment
- Must have computer skills and competency in email, Microsoft Word Office, Excel, and online research
- Must have excellent written and verbal communication skills and impeccable phone etiquette
- Must be able to pass a complete background check
- Will be willing to work on weekends

Physical Demands: Requires lifting and carrying objects up to 30 pounds regularly; tasks performed primarily by standing /walking 10% of the time, sitting for the remaining 90% of the time; the ability to work outdoors in extreme weather conditions on occasion, ability to bend, stoop and reach above the shoulders

This position is an hourly position, \$12-\$14 / hour, approximately 8 hours per week, mostly on Saturdays.

Interested candidates should send a resume and cover letter to emma@knfb.org with an email subject of "Receptionist Application". This position will be open until filled.