



Receptionist

Reports to:	Director of Administrative Operations
Supervisory Duties:	None
Job Requirements:	Previous Administrative and Operations Support Experience
Oversight Responsibilities:	Telephone and Front Desk Reception, Database Management, Car Dealer Program, General Office Support
Time Requirements:	40 hours per week – Monday through Friday

DESCRIPTION OF DUTIES

- Answer phone and distribute calls in a timely and efficient manner
- Respond clearly and concisely to inquiries regarding basic VAF information, events, giving levels and benefits, donor accounts, etc.
- Greet visitors for the Foundation and Sports Promotions
- Stay informed at all times on the details of special events, athletic contests, etc.
- Administer the Car Dealer Program, which includes keeping records up-to-date for each car, it's driver and insurance; distributing decals; handling fines and fees; maintaining database; handle details when cars are exchanged and assisting with game day program ads
- Prepare check bank deposits daily and cash deposits as needed
- Scan check batch(es) to the bank
- Process gifts paid by check or cash
- Update Paciolan accounts from reports, returned mail, deceased lists, and credit card and deposit batches
- Order office supplies, reconcile office supply expenses monthly and assure the store room remains organized
- Maintain phone directory, emergency contact, and staff roster lists
- Assist with the responsibilities of other administrative staff in their absence
- Other projects or assignments as needed throughout the year

KNOWLEDGE, SKILLS AND ABILITIES

- Enthusiasm for Virginia Athletics
- Enjoys interacting with people by phone and in person
- Provides excellent customer service
- Positive attitude and professional appearance
- Exceptional organizational skills
- Strong multi-tasking skills
- Ability to meet deadlines and work with others
- Excellent computer knowledge and skills
- Ability to learn new computer programs quickly
- Strong written and verbal communication skills
- Respect for sensitive and confidential information
- Attention to detail
- Punctual and dependable
- Demonstrates flexibility
- Ability to work without direct supervision
- Enjoys being part of a team approach to work

The Virginia Athletics Foundation offers a flexible and hybrid workplace. All team members must have access to and maintain a secure home office environment with high-speed internet service and work collaboratively with others using a variety of technologies and tools. Depending on the type of position and work performed, or as deemed by manager, some positions may be required to work intermittently in a shared office space located in Charlottesville, Virginia.

Committed to attracting and retaining a diverse staff, the Virginia Athletics Foundation honors your experiences, perspectives and unique identity. Together, we strive to create and maintain working environments that are inclusive, equitable and welcoming so we can best achieve our mission of supporting our broadly diverse donors, teams, and networks of engaged alumni, parents, and friends of the UVA Athletics.