



Position/Title: Front Desk Receptionist

Reports To: Front Desk Manager

10-12 hours/wk **\$15.00/hour**

Position Summary:

Working the Front Desk you will be the first point of contact for guests and visitors to Discovery. You will handle the flow of people through Discovery and ensure that all front desk responsibilities are completed accurately and delivered with high quality in a timely manner. Appropriate and professional greeting, customer service, and appearance are keystones of this role.

Responsibilities:

- Serve guests by greeting, welcoming, directing as needed.
- Accommodate admissions and Point Of Sale by taking payment, making change, and ensuring proper receipts are given.
- Answer, screen and forward any incoming phone calls and visitor for staff, while providing basic information when needed.
- Receive and sort daily mail/deliveries/couriers.
- Maintain security by following procedures and controlling access (monitor logbook, issue volunteer badges).
- Perform other clerical receptionist duties such as filing, photocopying, collating, etc.

Requirements:

- Proven working experience. Front office/handling receptionist responsibilities a plus
- Proficient with Microsoft Office Suite.
- Professional appearance.
- Solid communication skills both written and verbal.
- Ability to be resourceful and proactive in dealing with issues that may arise.
- Ability to organize, prioritize and work under pressure.
- Must be able to read, speak, write, and understand the primary language used in the workplace. Bilingual a plus.
- High school degree or equivalent.

**Please send resume and letter of interest
to: tbarnes@shudiscovery.org**

It is the policy of Discovery Science Center to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Discovery Museum will provide reasonable accommodations for qualified individuals with disabilities.

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