



BLOOD BANK OF ALASKA POSITION DESCRIPTION

Position Title:	Receptionist
Department:	Collections
Reports To:	Fixed Site Manager/Director of Collections
Position(s) Supervised:	None

POSITION SUMMARY

Operates multi-line telephone system to answer incoming calls; directs callers to appropriate personnel by performing the following duties; completes a variety of administrative duties. Greet, register and assist donors/visitors present at this location.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary Responsibilities:

1. Answer the telephone, route calls promptly, take and forward messages as necessary
2. Greet and register donors promptly; assist them or direct them to the appropriate person
3. Greet visitors, assist them or direct them to the appropriate person
4. Complete clerical/word processing work as assigned.
5. Provide additional administrative help as necessary to the Donor Services staff.
6. Keep reception and donor waiting area neat and organized (keep papers filed, Canteen area stocked and clean.
7. Remain in the reception area during normal hours of operation
8. Perform donor recruitment tasks as necessary
9. Other duties as assigned and trained/qualified to perform.

CUSTOMER INTERACTION/PROBLEM SOLVING

Must maintain a high standard for conscientious, courteous, and enthusiastic service to internal and external customers, and the public in general. Must make customer’s needs a high priority in face-to-face or telephone contact. Must consistently deliver service in a timely, accurate, professional and friendly manner.

QUALIFICATION REQUIREMENTS

To perform this job successfully, each essential duty (as listed above) must be performed satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Able to stand And/or sit for long periods of time and lift up to 50lbs.

GENERAL KNOWLEDGE, SKILLS AND ABILITIES

1. Must have strong telephone manners and communication skills.
2. Maintain the confidentiality of donors and personnel.
3. Demonstrated ability to provide excellent customer service skills.
4. Ability to work as part of a team.
5. Excellent attention to detail.
6. Ability to represent the Blood Bank of Alaska in a professional manner at all times.
7. Ability to maintain a calm demeanor in stressful situations
8. Ability to follow written procedures
9. Ability to prioritize workflow to process time-sensitive material.



EDUCATION

H.S. Diploma or equivalent. Some computer experience preferred. Knowledge of Microsoft Word.

EXPERIENCE

Previous experience working in a fast paced environment preferred.

CERTIFICATES, LICENSES, ETC.

Driver's License required.

WORK ENVIRONMENT

Potential hazard due to exposure to blood or other potentially infectious materials. The Blood Bank of Alaska follows OSHA Bloodborne Pathogens Standards in the workplace. Hours of work will be established by supervisor.

The above is intended to describe the job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not to be construed as an exhaustive statement of all of the supplemental duties, responsibilities, or non-essential requirements.

My signature below indicates that I have read and understood the position description for Receptionist and agree to perform the duties as stated.

 Employee Print Name

 Employee Signature Date

 Supervisor Signature Date