



JOB DESCRIPTION

Part-time

TITLE: Receptionist

Established in 1957, the Southwest Detroit Business Association (SDBA) fosters innovation, drive, and commitment. We work with investors, entrepreneurs, customers, and neighbors to capitalize on Southwest Detroit's competitive advantage. We support our community's vision for a healthy, vibrant neighborhood. The Association is a coalition of businesses and community interests committed to facilitating the continuation and enhancement of a stable, economically healthy Southwest Detroit. We accomplish this by employing strategies that support existing business and industrial enterprises, enhance the climate for public and private investment and economic growth, and act as a vehicle for cooperative ventures that support economic development in Southwest Detroit.

The Receptionist...

- ❖ SDBA is seeking to identify a qualified candidate for the position of part-time Receptionist to manage our front desk two days per week and to perform a variety of administrative and clerical tasks for the Association.

Time commitment: Not to exceed 25 hours per week

Example of Duties:

Assisting with the day-to-day administration of the Southwest Detroit Business Association

- ❖ Answering phones and greeting visitors demonstrating high quality customer service.
- ❖ Assisting with basic office administrative tasks including but not limited to:
 - Email and phone communications with contractors, tenants, business owners, and property owners
 - Mailings - Receiving and sorting daily mail
 - Invoicing
 - Filing
 - Supply ordering
 - Data entry
 - Basic research
 - Occasional special event assistance
 - Ensure reception area is tidy and presentable, with all necessary stationery and office supplies
 - Other related duties as assigned

Minimum Qualifications:

- ❖ High school diploma or GED
- ❖ Educational background and/or experience in community relations, office work, or communications.
- ❖ Strong organizational skills, and written and verbal communication skills required.

- ❖ Any combination of education, training, and experience that provides the required knowledge, skills, and abilities.
- ❖ Demonstrate proven integrity and sound judgment.

Special Requirements:

- ❖ Proficient in computer skills (Microsoft Word) required.
- ❖ Demonstrate written and verbal communication skills required.
- ❖ Strong interpersonal skills required.
- ❖ Bi-lingual, Spanish/English, preferred.
- ❖ Must be comfortable interacting with small business owners, entrepreneurs and commercial property owners of various races, ethnic groups and religions.

Selection Guidelines:

Formal application, rating of education and experience; oral interview and reference checks.

Application and Inquiries:

Please make inquiries to and/or e-mail resumes and three former employer/client references to Robert Dewaelsche, President, SDBA, at robertd@southwestdetroit.com. The position will be filled as soon as possible.