**Job Title:** General Office/Receptionist  

**Location:** WEAC Office, Madison, WI  

**Reports to:** WEAC Director of Finance & Operations  

**Classification:** Associate Staff, Category A  

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**Job Summary:** The General Office/Reception position is responsible for making an excellent first impression on members, visitors and tenants of the WEAC building. This position is also a first point of contact for members, affiliates and general calls into the WEAC office. As well as being the welcoming face of WEAC, this position will provide general office support to the membership and accounting departments.

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**Job Duties and Responsibilities:**

- Greet all visitors in a cordial and professional manner  
- Direct visitors to conference rooms and notify staff and tenants when visitors arrive  
- Maintain a comfortable, organized lobby area for visitors  
- Answer and direct phone calls on a multi-line phone system with professionalism; take messages as needed  
- Receive and distribute incoming mail and faxes  
- Stuff and mail monthly membership invoices  
- Data entry  
- Perform other duties and responsibilities as assigned  
- Support and advance the WEAC mission, goals and core values.

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**Essential Knowledge, Skills and abilities:**

- Ability to promote and adhere to the policies and procedures adopted by the WEAC Board of Directors and Representative Assembly.  
- Ability to speak and listen in person and on the telephone.  
- Ability to be flexible in daily assignments.  
- Knowledge of and ability to use email.  
- Proficiency with Microsoft Office Suite. Comfortable in using technology to improve efficiency and effectiveness in the course of work.  
- Ability to work well independently to meet timelines, goals and objectives. Ability to adapt to changes in priorities.  
- Ability to follow directions and work collaboratively to fulfill department objectives.  
- Ability to work harmoniously and cooperatively and to act in a professional manner when interacting with members, staff, tenants and the public.
Sound judgment in handling conflict and work-related tension.

Ability to sit for long periods of time.

Ability to maintain confidential information in a professional manner.

Perform all duties in a professional and competent manner.

**Training and Experience:** High school diploma or equivalent. Competent computer skills including Microsoft office.

**Salary and Fringe Benefits:** Excellent salary and benefit package under the Associate Staff Collective Bargaining Agreement.

**Deadline for Applications:** Please include your resume, the names of three references and a letter of interest detailing your experience in the areas of responsibility outlined above. Applications must be received no later than 5:00 p.m., Friday, November 1, 2019.

**Beginning Date & Location of Employment:** As soon as possible, WEAC Madison Office, 33 Nob Hill Road Madison, Wisconsin, 53713.

**Submit Applications to:**

WEAC
Jill Hein, HR Coordinator
P.O. Box 8003
Madison, WI 53708-8003
or
HeinJ@weac.org

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