

Receptionist

The Firemen's Annuity and Benefit Fund of Chicago (the "FABF") is seeking a qualified candidate to act as a "Receptionist" to the FABF. Receptionist responsibilities include, but are not limited to, answering, screening, and forwarding incoming phone calls and greeting and welcoming guests as soon as they arrive at the office. The ideal candidate should have good oral and written communication skills and be able to effectively utilize Microsoft Office software and standard office equipment. Qualified candidates may also have previous experience as Receptionist and familiarity within the public pension fund industry.

Responsibilities

- Greet and welcome guests as soon as they arrive at the FABF office
- Direct visitors to the appropriate person at the FABF
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk
- Update calendars and schedule meetings
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing, as needed

Requirements

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Good written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills

- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school degree; additional certification or college course work in Office or Business Management is a plus

The FABF is seeking an individual who is available full-time, 40 hours per week within our office hours of 8:00 a.m. to 4:30 p.m., Monday thru Friday. Starting salary range \$30,000-\$35,000 per year depending on experience and qualifications.

The FABF currently provides benefits including:

- Medical, Dental, & Vision Insurance
- Defined Benefit Retirement Plan
- Paid Time Off, including vacation, holidays, sick & personal time.

Please email your resume to info@fabf.org by May 7th, 2018.