



Receptionist

The Community Foundation for Ocala/Marion is dedicated to enhancing the quality of life for the residents of Ocala and Marion County through impactful philanthropy and community initiatives. We are seeking a friendly, organized, and professional Receptionist to join our passionate team. The Receptionist will serve as the first point of contact for visitors and clients, providing exceptional customer service and administrative support. This role requires a proactive individual with strong communication skills and the ability to multitask in a fast-paced environment.

Responsibilities

- Greet and welcome visitors and clients with a friendly and professional demeanor
- Answer and direct phone calls, taking messages when necessary
- Manage the reception area, ensuring it is clean and organized
- Assist with scheduling appointments and maintaining calendars
- Handle incoming and outgoing mail and deliveries
- Provide basic information to clients and visitors about the Foundation and its services
- Perform administrative tasks such as filing, data entry, and managing office supplies
- Run errands a couple times a week
- Support other departments with various administrative duties as needed
- Ensure a positive and welcoming experience for all visitors and clients

Qualifications

- High school diploma or equivalent; additional certification in office management is a plus
- Excellent customer service skills and professional etiquette in person, on the phone, and through emails
- Proven experience as a receptionist or in a similar role
- Excellent verbal and written communication skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Strong organizational and multitasking abilities
- Friendly and professional attitude
- Ability to handle sensitive information with confidentiality
- Customer service-oriented mindset

Reporting & Other Details

This position reports to the Director of Operations and is a full-time hourly position (\$31,200 to \$35,360 depending on experience). This position is a great opportunity to work with thousands of nonprofit organizations and make a meaningful impact to the Ocala/Marion County area.

How to Apply:

Send all resumes with a cover letter to the Community Foundation for Ocala/Marion County at 324 SE 24th Street, Ocala, FL 34471 or email Dawn Phelps at Dawn@OcalaFoundation.org.