

	REVISED	3/2018
TEMPORARY RECEPTIONIST/ADMINISTRATIVE SPECIALIST I		

Essential Functions: Responsible for a variety of communications and administrative tasks supporting LOTT's WET Science Center, including but not limited to the following functions:

- Serve as main greeter and initial point of contact for LOTT's Regional Services Center and WET Science Center;
- Support education staff with overseeing the WET Center's exhibit gallery and classroom, and interacting with visitors of all ages to facilitate learning;
- Answer and/or direct queries from the public, staff, and customers;
- Answer multi-line telephone system, route calls, accurately record messages, and ensure appropriate staff members receive messages and inquiries;
- Provide general support of the exhibit gallery such as stocking brochures and giveaways, tidying and cleaning exhibits, etc.;
- Provide general administrative and clerical support such as proofreading, data entry, making copies, etc.;
- Perform other duties as assigned.

Individuals in this position work in a science center environment that is often noisy and subject to frequent work interruptions. Working with children of all ages is a large part of this job. Work may require sitting for extended periods.

Contacts: This position has daily, frequent contact with the general public and LOTT staff, including children, families, and large visitor groups. Some contacts with the general public may be difficult and require the individual to communicate with tact, clarity, and professionalism.

Accountability: Individuals in this position are not employees of LOTT. LOTT contracts with Professional Temp Staffing Agency for this temporary labor. Individuals in this position are accountable for providing high quality customer service, and for the timely completion, accuracy, and quality of assigned tasks.

Qualifications:

- Welcoming, friendly demeanor;
- Strong team player;
- Calm and flexible when facing changing conditions;
- Punctual and reliable attendance;
- Function well independently;
- Strong communication skills for a variety of audiences;
- Proficiency with multi-line phones;
- Proficiency in the Microsoft Office suite, including Outlook, Word, and Excel;
- Ability to understand and follow verbal and/or written instructions;
- Ability to interact positively and communicate educational messages with diverse individuals, using tact, patience, and courtesy to maintain effective public relations;

- Contribute to a supportive, productive, and positive workplace;
- Knowledge of standard office principles, procedures, and practices.

Experience/Education: High school graduation or equivalent required; experience performing administrative duties is preferred; experience working with the public and a variety of age groups desired; interest or background in science, water, or environmental education a plus.

Schedule: This position is a temporary, part-time position without an end date. There is a set work schedule of 12-4 p.m. every other Saturday. In addition, LOTT maintains a pool of temporary reception/administrative staff for other shifts of 4-8 hours as needed. If there is interest, this position is eligible for these intermittent shifts as well.

To Apply: Interested individuals must apply directly to Professional Temp Staffing Agency (PTSA). To apply, submit a resume by email as a Word document or PDF to jobs@professionaltempstaffingagency.com. Please indicate specific interest in the LOTT/WET Science Center Receptionist/Administrative Specialist I position. PTSA will screen interested candidates and forward qualified individuals to LOTT for consideration.

Professional Temp Staffing Agency
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(360) 786-8443
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<http://professionaltempstaffingagency.com>