

Administrative Receptionist

Reports To: Human Resources Manager

Location: Happy Camp Administration Office

Salary: \$8.00 to \$10.00, depending on experience

Summary: Under general supervision shall receive and route all incoming calls, take accurate messages and answer questions with an even temperament. Shall greet and direct all visitors. Shall log and route all incoming and outgoing mail.

1) What are your typical job responsibilities?

I have a number of responsibilities; receptionist, log in and out the mail, order office supplies, order and refill soda machine, work and greet many visitors. I have numerous others as assigned.

2) How do you *really* spend your day?

Same as number one.

3) How do you organize your day to ensure you get everything done?

I start the day making sure every thing is in order, and then I take care of the mail that needs to go out that day, answer the phone; I make sure the office is kept neat and orderly.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

Yes, I have had a very life changing experience, my husband and I owned our own business and since the logging and mills went down, we couldn't keep our business open, so that is why I am at this job because our home is here and we didn't want to leave.

5) Uppers; what is the thing that you love most about your job?

I am a people person and I get to work with many different personalities which is very interesting.

6) Downers; what is the thing that you love least about your job?

Getting up in the morning.

7) What inspires, excites, and/or motivates you in your job?

It's interesting to see what is going to happen next.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

Some weeks it is very hectic, others are very slow.

9) How do you relieve stress?

I do not let things bother me and when I get home I have a couple glasses of wine.

10) Does your job include a lot of traveling? Do you enjoy it?

I am not a good traveler.

11) What advice would you give to someone interested in this line of work?

Try to know all aspects of the job, you have to learn how to like people and treat everyone the same.

12) What does a *typical day in your world* look like?

Thinking how much longer I have to work, actually I try to enjoy life to the fullest and have a lot of fun with everyone to try and brighten their day.