

Job Title: Front Desk Ambassador

Reports to: Business Director

Interested applicants submit cover and resume to: jgraham@mca80238.com

Master Community Association (MCA)

The MCA is a 501(c) 4 non-profit community development organization whose mission it is to create and sustain a “sense of community” within Stapleton through **investing** in current community assets, efficiently **operating** community facilities and providing comprehensive community **programming**.

Job Summary:

The Front Desk Ambassador’s primary responsibilities are to provide general office support with a variety of clerical activities and related tasks. The front office ambassador will be responsible for answering incoming calls, assisting guests, data entry, as well as additional clerical duties.

Duties and Responsibilities:

- Provide a positive and professional office atmosphere in greeting Central Park residents and guests in person and on the phone.
- Cash handling
- Receive, sort and forward incoming mail.
- Data entry and perform a variety of clerical duties as needed
- Inventory office supplies
- Assist in filing and make copies of printed materials

Skill and Educational Requirements:

- Highs School Diploma or GED
- Minimum 1 year work experience
- Excellent phone etiquette
- Customer service driven
- Punctual
- Strong work ethic.
- Knowledge of MS office (Word, Excel, Outlook)
- Ability to adhere to office procedures, practices, expectations and policies of the organization.
- Ability to work independently as well as to accept direction on given assignments.
- Ability to function within a team and be sensitive to the needs of culturally diverse individuals.
- Ability to effectively manage stress and have fun with the position.