

## **Volunteer Receptionist Raleigh Branch**

Volunteer Receptionist needed one morning and/or one afternoon a week to assist with providing and ensuring a professional reception area. He or she will welcome and assist guests, answer and route incoming phone calls (for the 5 branch locations) and provide clerical support as needed. This position will also assist with opening, sorting, and distributing the incoming mail, faxes, etc.

Customer Base: People in Need of Assistance, Donors, Volunteers, Vendors, Staff, etc.

Qualifications: 3-5 years experience in front office management or support; excellent customer service skills; friendly and professional demeanor & attire; ability to ensure a welcoming and appreciative environment as the first person of contact for organization fighting hunger in central and eastern North Carolina. Please forward resume and interest level.