

## **Job Posting: Receptionist – Part Time**

**Attention applicants:** Please do not apply for this position using the MassCareers website. If you apply through the “Apply Online” link on the MassCareers page, you will not be considered for this position.

**How to apply:** Persons interested in being considered for this position should submit a cover letter and resume to Alice Wu, Chief Financial Officer/Director of Budget and Administration, at [resume@mass.gov](mailto:resume@mass.gov). Resumes submitted without a cover letter will not be considered.

**Deadline date:** Until the position is filled.

You have successfully applied for the position only when you receive an email from the State Ethics Commission. If you only receive an email from MassCareers and not one from the Commission, you have not successfully applied. Please call 617-731-9500 with any questions.

The mission of the State Ethics Commission is to foster integrity in public service in state, county, and local government, to promote the public's trust and confidence in that service, and to prevent conflicts between private interests and public duties. We strive to accomplish this mission by conducting ongoing educational programs, providing clear and timely advice, and fairly and impartially interpreting and enforcing the conflict of interest and financial disclosure laws.

The Receptionist provides essential clerical and administrative support to the Commission. The Receptionist is often the Commission's first point of contact with persons seeking services from or otherwise having business with the Commission. The Receptionist must demonstrate professionalism, courtesy, and efficiency on the job.

### **Duties:**

- Answering telephone calls and greeting Commission office visitors in a professional and welcoming manner
- Answering, recording, and tracking all telephone calls to the Commission and forwarding telephone calls and messages to Commission staff as necessary
- Inventorying office supplies and preparing office supplies requests for restocking
- Operating standard office equipment on a regular basis, including copy machines and computers
- Distributing and accounting for all incoming/outgoing mail and packages
- Coordinating in-office Commission events and orderings refreshments for Commission meetings
- Performing basic bookkeeping, filing, and clerical tasks
- Performing other administrative tasks as assigned
- Keeping the front reception desk area, printer areas, and conference rooms neat and organized
- Other tasks assigned by the Chief Financial Officer/Director of Budget and Administration

**Supervision:**

The Receptionist reports directly to the Chief Financial Officer/Director of Budget and Administration.

**Qualifications:**

- High School diploma or equivalent, and at least 1 year of experience dealing with the public (for example, customer service, front desk, retail sales, or similar employment or volunteer work, whether in the private or public sector)
- Excellent spoken and written communication skills
- A professional demeanor and a friendly and helpful attitude
- Strong customer service orientation and solid interpersonal communication skills
- Ability to maintain confidentiality and properly handle sensitive and confidential materials
- Strong organizational skills and attention to detail
- Ability to work well with all staff at all levels and to be a team player
- Ability to work under time constraints and meet deadlines while multi-tasking
- Proficiency with Microsoft Word and Excel required (knowledge of PowerPoint and Outlook a plus)
- Honesty, discretion, punctuality, and reliability

**Comments:**

- The duties of this position are performed on-site in the Commission's office and require in-person work, at least 18.75 hours per week on the following schedule: Mondays (9:00 a.m. to 5:00 p.m.), Wednesdays (9:00 a.m. to 5:00 p.m.), and Fridays (1:15 p.m. to 5:00 p.m.), and will cover other days as operationally needed. There is no remote work option for this position.
- All Commission employees must be sensitive to the confidential nature of the Commission's functions and must comply with all confidentiality requirements.

The starting pay range for this position is \$16.50 to \$20.50 per hour depending on experience. This position is funded from the Commonwealth's annual operating budget and is subject to appropriation.

**Total Compensation:**

As an employee of the Commonwealth of Massachusetts, you are offered a great career opportunity to influence a wide spectrum of services to the diverse populations we serve - but it's more than a paycheck. The State's total compensation package features an outstanding set of employee benefits that you should consider towards your overall compensation, including:

- 75% employer-paid health insurance (employee pays 25% of total premium)
- Available, reasonably priced Dental and Vision Plans
- Available Flexible Spending Account and Dependent Care Assistance programs
- Low cost basic and optional life insurance
- Retirement Savings: State Employees' Pension and a Deferred Compensation 457(b) plan
- 12 paid holidays per year and Sick, Vacation, and Personal Time
- State employee tuition benefits at state colleges and universities

- Short-Term Disability and Extended Illness program participation options
- Incentive-based Wellness Programs
- Professional Development and Continuing Education opportunities
- Qualified Employer for Public Service Student Loan Forgiveness Program

**The State Ethics Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, or other factors protected by law.**