



## Position Description: Receptionist

The Michael J. Fox Foundation for Parkinson's Research (MJFF) was founded in 2000 with one clear objective: accelerating meaningful therapeutic advances and, ultimately, a cure for Parkinson's disease. Since inception, MJFF has quickly grown into the largest funder of Parkinson's disease research outside the U.S. federal government, having nearly \$196 million in research projects globally in both academic and industry labs. At year-end 2009, MJFF has a \$50 million annual revenue budget and 47 full-time employees. The Foundation is an international organization with a national fundraising base.

The Michael J. Fox Foundation for Parkinson's Research is seeking a polished, articulate and experienced receptionist to "own" the front desk and serve as the face of the company. A strong candidate for the Receptionist position would be a high-energy, detail oriented and motivated individual with strong inter-personal and communication skills. The Receptionist's core responsibility is to maintain the front reception area and provide support to the Administration team. This position will report to the Office Manager/HR Assistant. This is a full-time onsite position located in the Wall Street area in New York City. Our general business hours are 9am to 6pm.

### Responsibilities:

- Oversee front reception area and welcome guest
- Log guest into building security system
- Answer, screen and transfer calls to appropriate employee
- Take detailed messages and forward to appropriate person as necessary
- Input and manage meeting schedule on Foundation and conference room calendars
- Manage deliveries from UPS, Fed-Ex, DHL & other mail couriers
- Data entry into various databases including updating information
- Sort and Distribute Mail
- Maintain kitchen and pantry area and pantry supplies
- Update and distribute extension list upon employee movement or new hire
- Assist with mailings, binding and other projects as needed
- Submit service and messenger service request
- Filing, photocopying and faxing as needed

### Qualifications:

- 2 to 3 years of Receptionist/Administrative experience
- Excellent oral and written communication skills

- Excellent telephone etiquette with patience and compassion when communicating with callers
- Experience with Microsoft Office (Excel, Word and Outlook) required
- Must be a professional who is pro-active, self-motivated and organized with a positive and friendly attitude
- Must possess strong inter-personal skills
- Excellent attention to detail
- Eager to assist
- Commitment to teamwork
- Database experience helpful

***How to Apply***

Interested candidates should send a resume and thoughtful cover letter describing your specific qualifications and interest in the position to [foxjob@michaeljfox.org](mailto:foxjob@michaeljfox.org). Please be sure to include Receptionist in your subject line. Please, no telephone inquiries. Applicants who best match the position needs will be contacted.

The Michael J. Fox Foundation is an equal opportunity employer.