



**Hmong American Friendship Association INC.**  
3824 W Vliet St, Milwaukee, WI 53208.  
TEL: (414) 344 – 6575 FAX: (414) 344 – 6581

---

**POSITION:** Receptionist

**STATUS:** Hourly, non-exempt.

**REPORTS TO:** Executive Director

**DATE:** Opened until filled.

**SUMMARY:** Manage reception area and provide clerical assistance.

**REQUIREMENTS:** Must speak Hmong.

**RECEPTIONIST RESPONSIBILITIES:**

- |                                  |   |
|----------------------------------|---|
| <b>Reception</b>                 | <ul style="list-style-type: none"><li>▪ Provide a welcoming presence for clients and visitors; monitor the door; admit visitors and staff, etc.</li><li>▪ Assist walk-in clients</li><li>▪ Monitor staff schedule, direct clients to appropriate staff members.</li><li>▪ Answer in-coming calls during the day and forward them to staff.</li><li>▪ Set-up answering machine and set-up staff phones.</li><li>▪ Maintain reception area.</li></ul> |
| <b>Clerical</b>                  | <ul style="list-style-type: none"><li>▪ General photocopying, filing, typing.</li><li>▪ Send and receive faxes; handle incoming and outgoing mail.</li><li>▪ Type and format forms, correspondence, reports, etc.</li><li>▪ Maintain program and budget files. (Copy and file all grant contracts, billings, expenditures, correspondence, and reports.)</li><li>▪ Prepare package for new hire.</li></ul>  |
| <b>Financial</b>                 | <ul style="list-style-type: none"><li>▪ Handle payroll and maintain employee sick day, vacation, and personal day records.</li><li>▪ Prepare checks using QuickBooks, prepare and make bank deposits.</li><li>▪ Assist staff, auditors, and accountant in accessing financial records.</li></ul>  |
| <b>Facilities/<br/>Equipment</b> | <ul style="list-style-type: none"><li>▪ Maintain inventory of office supplies; monitor and/or maintain office equipment.</li><li>▪ Maintain, record, and distribute keys to staff and other appropriate parties.</li><li>▪ Handle applications for building use.</li></ul>  |
| <b>Record-keeping</b>            | <ul style="list-style-type: none"><li>▪ Maintain agenda calendar.</li><li>▪ Keep track of all staff records, including new hires.</li></ul>   |
| <b>Other</b>                     | <ul style="list-style-type: none"><li>▪ Participate in staff meetings and other professional meetings.</li><li>▪ Participate in authorized training</li><li>▪ Other duties as assigned. This position is subject to modification.</li></ul>   |

**Acknowledgement:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

**Please contact Amoun Sayaovong for further details or to schedule an appointment.**