**Title:** Receptionist  
**Reports To:** Executive Assistant to the CEO  
**To Apply**  
Email a cover letter and resume: vbelden@wmht.org  
Or mail to:  
Valerie Belden  
WMHT Educational Telecommunications  
4 Global View  
Troy, NY 12180

**Broad Function**  
- Operates telephone switchboard  
- Receives visitors  
- Performs data entry, and other clerical work for various departments

**Responsibilities**  
- Handles all incoming telephone calls promptly, answering inquiries appropriately and routing calls to station personnel  
- Screens calls as requested by CEO and other senior staff  
- Takes messages as necessary and routes them to staff  
- With the assistance of all staff, maintains current information on staff status (in, out, in meetings, at lunch, etc.)  
- Keeps the lobby area neat and orderly  
- Performs data entry, and other clerical tasks for all departments as assigned  
- Maintains facilities calendar and performs scheduling duties for conference rooms  
- Performs related duties as assigned

**Requirements**  
- Strong PC computer skills, including Microsoft Office and Outlook.  
- Experience in general clerical and office procedures  
- Efficient, courteous and diplomatic manner, ability to maintain calm, pleasant demeanor in a high-activity environment  
- Excellent communication skills and interpersonal skills  
- Detail oriented  
- Must be a team player that can also work independently  
- Commitment to the mission and goals of public broadcasting

**Hours**  
8:00AM to 4:30 PM Monday through Friday

**Type**  
Full Time, Non Exempt

**Job Location**  
WMHT  
4 Global View, Troy NY 12180

WMHT Educational Telecommunications is an Equal Opportunity Employer M/F. Qualified veterans, women, minorities, and persons with disabilities are encouraged to apply.