



## *International Chapter P.E.O. Sisterhood*

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P.E.O. Executive Office  
3700 Grand Avenue  
Des Moines, Iowa 50312-2899

515-255-3153  
Fax 515-255-3820  
[www.peointernational.org](http://www.peointernational.org)

## **POSITION DESCRIPTION**

**TITLE:** Receptionist

**DEPARTMENT:** Executive Office

**SUPERVISOR:** Executive Assistant to the Executive Director

### **POSITION SUMMARY:**

This full-time position is responsible for answering calls at the front desk, greeting visitors and assisting various departments with clerical work.

### **RESPONSIBILITIES:**

- Answer all incoming calls for the P.E.O. Executive Office, answer general P.E.O. questions and forward to appropriate department
- Greet all visitors, answer general P.E.O. questions and notify appropriate department of guest's arrival
- Receive and process requests for Certificates of Insurance, forward all requests to insurance provider
- Assist Acknowledgement Secretary with proofreading and distribution of acknowledgement letters
- Update staff phone listing and office calendar
- Maintain communications regarding office and parking lot security
- Perform other duties as assigned

### **SUPERVISION:**

This position operates within the procedures established by the executive director and is supervised by the executive assistant to the executive director.

### **REQUIRED SKILLS:**

Excellent written and verbal communication is required. Familiarity with P.E.O. and its policies and procedures is preferred. Ability to work independently and handle multiple assignments. Basic computer skills required, preferably with experience using Microsoft Outlook, Word and Excel.