



Afternoon Front Desk Intern

September 2019

Role

The Front Desk Intern bridges the gap between the front entry and the rest of the office. As the intern, you are the first point of contact for clients, vendors and other visitors to Emspace + Lovgren. It is important to stay at the front desk as much as you can to welcome guests when they first arrive.

Responsibilities

Tasks include, but are not limited to: actively greeting guests by standing and introducing yourself, handling mail, checking emails, starting project research, coordinating deliveries, printing schedules, generating ideas, filing projects, and maintaining the appearance of the front area.

Experience

Strong communications background (non-profit and/or agency experience a plus); committed to/experienced at working with teams; has had previous success working in a fast-paced environment.

Requirements

- Proficient verbal, writing and presentation skills
- Strong social media understanding
- Organized, proactive and multi-tasker
- Is flexible: Will quickly and easily adapt to changing priorities
- Collaborative, generous team player; readily shares ideas but also can happily build on others' ideas
- Is passionate about breaking new ground – new technology, new channels, new opportunities
- Is able to manage time appropriately
- Is committed to helping the agency grow
- Familiarity with Microsoft Office Suite required

Important Attributes

Understanding of available resources and channels of communications; Organized; Able to multi-task; Able to work in a variety of situations with a variety of personalities; Comfortable working alone/self-motivated but also comfortable on a team; Can handle sensitive situations with grace and professionalism; Positive attitude, able to energize teammates; Good follow-through; Able to communicate throughout the team; Willing to learn new things and expand skill set as opportunities arise; Flexible; Open to participating in the success of the organization by attending events.

Hours/Wage

This position offers \$9/hour, and as the afternoon intern you are expected to report to work Monday through Thursday from 12 p.m. to 5 p.m.

Reports to: President