



# Administrative Services Substitute

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|----------------------|---------------------------------------|------------------------|------------------------------------|
| Service Team         | <b><u>Operations</u></b>              | Employment Type        | <b><u>Part-Time, As Needed</u></b> |
| Reports to           | <b><u>Chief Operating Officer</u></b> | FLSA Status            | <b><u>Non-Exempt</u></b>           |
| Primary Location     | <b><u>GRREC Office</u></b>            | Annual Contract Days   | <b><u>Up to 50</u></b>             |
| Application Deadline | <b><u>Until Filled</u></b>            | Anticipated Start Date | <b><u>Upon Hire</u></b>            |

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## POSITION OVERVIEW

The Green River Regional Educational Cooperative (GRREC) is seeking an Administrative Services Substitute to support front office operations by providing substitute or fill-in receptionist coverage when the full-time receptionist is absent, unavailable, or assigned to other duties. This position serves as a welcoming and professional first point of contact for visitors, callers, staff, and stakeholders. The role requires strong customer service skills, dependability, professionalism, discretion, and the ability to follow established office procedures while supporting the daily operations of GRREC.

## KEY RESPONSIBILITIES

*The Administrative Services Substitute will:*

- Provide substitute or fill-in receptionist coverage when the full-time receptionist is absent, unavailable, or assigned to other duties
- Greet visitors and guests in a professional, welcoming, and helpful manner
- Answer and route incoming calls using established GRREC procedures
- Monitor the front reception area and assist with general visitor flow and front-office needs
- Assist staff, visitors, and stakeholders with basic information and directions
- Support front-office operations by completing routine clerical tasks as assigned
- Maintain confidentiality and professionalism when handling visitor, employee, student, program, or organizational information
- Follow GRREC safety, security, check-in, and communication procedures
- Perform other related duties as assigned to support front office operations

## MINIMUM QUALIFICATIONS

*Applicants should have:*

- High school diploma or equivalent required
- Experience in receptionist duties, customer service, clerical support, or office operations
- Basic proficiency with office technology, phone systems, email, and common computer applications
- Ability to communicate professionally with visitors, staff, callers, and stakeholders
- Dependability and flexibility to work a part-time or as-needed schedule

## **KNOWLEDGE, SKILLS, & ABILITIES:**

*The successful candidate will demonstrate:*

- Excellent customer service skills and the ability to create a positive first impression
- Effective verbal communication and telephone etiquette
- Professionalism, discretion, sound judgment, and ability to maintain confidentiality
- Ability to follow front-office procedures consistently
- Strong attention to detail
- Ability to remain calm, courteous, and organized in a busy office setting

## **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

This position works in an office setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position. The role may require:

- Sitting, standing, walking, speaking, using office technology
- Answering phones and interacting with visitors, staff, and stakeholders
- Occasional lifting or moving of materials up to 25 pounds
- Remaining at or near the reception area during assigned coverage periods

## **COMPENSATION & BENEFITS**

- Hourly rate is based in accordance with GRREC's applicable salary schedule or approved rate of pay
- Part-time position scheduled based on organizational need
- Benefits eligibility, if any, will be determined in accordance with GRREC policy, applicable law, and the employee's assigned work schedule

## **HOW TO APPLY**

*Interested applicants should submit:*

- Application form
- Cover letter
- Resume

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Location, duties and responsibilities may be altered to meet the needs of the organization.*

*Successful completion of post-offer, pre-employment screenings are required as a contingency of employment.*

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:** GRREC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law. Reasonable accommodations are available for qualified individuals with disabilities and for limitations related to pregnancy, childbirth, and related medical conditions.