



American Samoa Community College
Security Division
EMPLOYMENT OPPORTUNITY

Position Title: Receptionist
Employment Status: Full Time 12 months (Career Service)

General Description:

The Receptionist reports directly to the Security Officer and is responsible for managing the ASCC phone system and related procedures. This role also involves providing clerical support to the Security Officer, including tasks such as filing, typing, and sorting. The Receptionist ensures smooth communication within ASCC and handles various administrative and technical duties as assigned.

Responsibilities and Duties:

Administrative

- Answer and manage all incoming phone calls to ASCC.
- Direct phone messages to the appropriate offices or individuals.
- Develop, maintain, and update phone procedures for ASCC.
- Serve as the initial contact for arranging phone repairs and maintenance.

Technical

- Handle and distribute correspondence for the Security Officer.
- Perform typing and data entry tasks as assigned by the Security Officer.
- Manage emergency calls, directing them to the relevant departments or personnel.

Additional Responsibilities

- Maintain a professional and welcoming front desk presence.
- Assist with scheduling meetings and appointments as needed.
- Update and manage contact lists and directories.
- Provide support for special projects and events coordinated by the Security Officer.
- Perform general clerical duties, including filing, sorting, and organizing documents.
- Ensure that the reception area is tidy and presentable.

Reporting

- Complete any other relevant duties assigned by the Security Officer.

Minimum Qualifications:

- High School diploma.
- Two years of relevant experience and/or training.
- Proficiency in spoken and written English and Samoan.
- Excellent customer service skills, with a friendly and professional demeanor.
- Strong judgment and problem-solving abilities when handling phone calls.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).

Salary Range: GS-09/01-06: \$18,340.00 - \$22,240.00 per annum

Application Deadline: September 26th, 2024 no later than 4:00pm.

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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