



## Welcome Desk Administrator (Part-Time)

Reports to: HRBP – Talent Development & Administration Supervisor

Department: Office Admin

Classification: Non-Exempt

Effective Date: 2/19/2025

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### Job Summary:

As the Welcome Desk Administrator (part-time), you will be the heart of our front desk—creating a warm, welcoming, and positive first impression while managing daily operations. You will greet and assist employees, tenants, guests, and visitors by directing communications, coordinating building services, and helping maintain a safe and organized workplace. You will team up with a full-time colleague to create a welcoming, positive, and safe environment, supporting our company vision of enriching lives daily.

### Essential Functions:

#### Front Desk Management

- Create a positive and welcoming first impression for employees, tenants, guests, and visitors.
- Maintain a neat, clean, and organized reception and lobby area.

#### Communication Management

- Answer and direct incoming calls to the appropriate KTI personnel, customer service, or voicemail.
- Greet and announce visitors, directing them to the correct departments or individuals.
- Ensure visitor logs are maintained consistently and accurately.

#### Building Coordination

- Perform end-of-day cleanup and organization duties.
- Receive small deliveries and packages for building tenants.
- Maintain conference rooms by restocking supplies and ensuring cleanliness.
- Submit maintenance requests as needed.

#### Building Security

- Follow security procedures when admitting guests and visitors.
- Issue and track temporary KTI security badges as needed.

#### Additional Responsibilities

- Perform other duties as assigned.
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### Job Qualifications:

- High school diploma or equivalent; associate degree preferred.
  - A minimum of three years of relevant work experience.
  - Basic knowledge of Microsoft Office Suite.
  - Excellent verbal and written communication skills.
  - Servant leader with the ability to interact professionally.
  - Friendly, patient, and can anticipate the needs of others.
  - Ability to multitask with accuracy while maintaining a professional and engaging demeanor.
  - Dependable, accountable, and responsible.
  - Ability to exercise independent judgment and maintain confidentiality.
  - Strong commitment to company values, including Integrity, Excellence, People Chemistry, the Golden Rule, Courage, and Servant-Leadership.
  - This position requires periodic bending, lifting, and cleaning as part of daily tasks. Candidates must be able to lift and move objects up to 15 pounds, perform repetitive motions, and maintain a clean and organized work environment.
  - Must be available to work in-office Monday through Friday, from 12:30 PM to 5:00 PM, with occasional flexibility for additional hours.
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