

Job Description



OVERVIEW		
Job Title	Front Desk Receptionist	
Department	Operations and Facilities	
Reporting Relationships	Reports to: Operations Manager	Supports: Sterling location
Role Purpose	ALL DULLES AREA MUSLIM SOCIETY is seeking a professional, friendly receptionist to represent our team and serve as the first point of contact for guests visiting our busy CENTER from 8:00 a.m. to 5 p.m., Monday through Friday	

KEY ACCOUNTABILITIES & ACTIVITIES	
Key Accountabilities	Key Activities
Facilities Operations and Maintenance	<ul style="list-style-type: none"> Manage and supervise all aspects of facility operations, including cleanliness, safety, and maintenance. Greet guests and explain how to navigate our center. Answer and direct phone calls Schedule meetings, client visits, and organize events Stock copy rooms, snack rooms, and lounges Collect and sort all mail and packages Provide administrative support to all team members as necessary Validate guest parking Decorate center for holidays Provide occasional tours of facility Resolve guest questions and concerns or issues Receive payment from clients, send invoices, pay office related expenses Additional duties as needed

QUALIFICATIONS/REQUIREMENTS	
Education and Certification Requirements	<ul style="list-style-type: none"> Knowledge of Islamic practices and experience organizing prayer services is highly desirable. Strong organizational and problem-solving skills. Excellent communication and interpersonal abilities. Ability to manage multiple tasks and projects simultaneously. Proficiency in Microsoft Office Suite and facilities management software.

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WORKING CONDITIONS

- The role may require occasional evenings or weekends, especially during significant religious events or emergencies.
- Physical ability to perform maintenance tasks and manage facility operations as needed.
- Minimum of 30 hours a week required