



<b>Job Title:</b>	Receptionist	<b>Job Category:</b>	Administrative
<b>Location:</b>	Lawton, OK	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Negotiable	<b>Position Type:</b>	Full-Time
<b>Date Posted:</b>	04/18/2025	<b>Posting Expires</b>	TBD
<b>Applications Sent To:</b>			
<b>EMAIL:</b> info@thefista.com		<b>NAME/TITLE:</b> Stacy Swart, HR & Document Specialist	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>We are looking for an experienced Receptionist to manage all front desk operations in both the main lobby and the STEM Center. Must be able to maintain stable performance under pressure or opposition while handling stress in a manner that is acceptable to others and to the organization. Must be able to maintain effectiveness when experiencing major changes in work tasks or the work environment, adjusting effectively to work within the new work structures, processes, requirements, or cultures. The ideal candidate will provide friendly and professional first contact for FISTA and FISTA tenants to the public, trustees, etc.; The goal is to help the company maintain organization and keep an office running.</p> <p><b>JOB DUTIES</b></p> <ul style="list-style-type: none"> <li>• Answer the phone and take messages in a timely and professional manner.</li> <li>• Maintains the front office in a neat and tidy, clutter-free environment.</li> <li>• Welcome and direct visitors to appropriate staff and/or resources.</li> <li>• Maintains familiarity with the daily office calendar.</li> <li>• Check the post office box daily and ensure timely distribution of all mail and deliveries.</li> <li>• Assist with administrative tasks such as filing, data entry, and document preparation.</li> <li>• Monitor inventory levels and restock office supplies as needed.</li> <li>• Manage relationships with external partners/vendors.</li> <li>• Assist with the coordination and support of events held within the facility.</li> <li>• Maintenance, housekeeping, and all other duties as assigned.</li> </ul> <p><b>REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• High school diploma/GED</li> <li>• Minimum 2-5 years of relevant administrative experience.</li> <li>• Preferred experience working with Microsoft Office products and familiarity with databases.</li> <li>• Attention to detail and problem-solving skills.</li> <li>• Ability to write and communicate well with others.</li> <li>• Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.</li> <li>• Ability to work independently or without supervision in some scenarios.</li> <li>• Ability to lift heavy equipment and comfortable standing or walking for long periods.</li> </ul>			