



Receptionist
NEXSTAR MEDIA GROUP

Job Category: Secretary/Receptionist

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Salary: Negotiable

Experience: Minimum 3 years

Posted On: 21 Jan 2025

Application Deadline: 19 Feb 2025

Job Description/Responsibility

- Front Office management – day-to-day guest experience and office activities as first point of contact. greeting and directing visitors, clients, staff and vendors
- Security access for visitors and staff
- Maintain all freight elevator access through camera system
- Mail and Overnight shipping oversight – both incoming and outgoing shipments making sure staff receives all deliveries promptly
- Conference Rooms – keeping tidy, chairs pushed in, TVs on during day and off in evenings, helping with TV equipment and working with IT when support is needed
- Copy Rooms – keeping all 4 Copy rooms stocked, organized and contact Canon service when issues arise
- Kitchens – keeping kitchens stocked and cleaned and inventory of what needs to be ordered monthly
- Work with local IT dept on staff needs and tickets

Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

Additional Academic Requirements

- Bachelor's degree preferred

Experience Requirements

- Minimum 3 years of experience is required.

Additional Experience Requirements

- Minimum 3+ years of administration/office management experience

Work Area

- Applicant should have experience of working in the following category(ies): Secretary/Receptionist

Industry Type

- Experience should include the following skills: Media/Advertising/Event Mgt.

Address: Irving, US, Irving, US, United States

Company Profile: Broadcast Media

Company Website: <http://www.nexstar.tv/>