



**Title:** Receptionist (Administrative/Clerical)  
**Salary:** \$30,000 annual  
**Customer:** Federated Corporate Headquarters  
**Location:** Herndon VA  
**Job Type:** Full Time  
**FLSA status:** Nonexempt  
**Travel:** None  
**Hours:** 0830 - 1700  
**Clearance:** US Citizen and eligible for security clearance

### **THE POSITION**

Federated Information Technologies is an emerging growth company that provides Analytic and Operational support as well as IT professional services for the Federal Government. We are looking for a receptionist on a full-time basis at our corporate office. The candidate must be professional, have great customer service skills, experience with Microsoft Office suite, and Excel and have at least 1-3 years experience in administrative settings. Ability to be an imaginative self-starter is a must. Candidate must be enthusiastic, articulate, creative, and well-organized. Strong written and verbal communications skills required.

### **Responsibilities include:**

The Receptionist should have previous experience:

- Using multi-line phone system to route calls
- Maintain visitor log and provide escort to classified areas
- Schedule conference rooms
- Maintain project and corporate calendars as required
- Collect and sort mail
- Maintain pleasant front entrance, break room, including coffee and snacks
- Maintain birthday calendar and coordinate events
- Ordering Supplies, food and snacks
- Maintain badges and key cards
- Corporate Travel Arrangements
- Special projects as required
- Manage vendor relationships:
  - Vending machines
  - Corporate gear
  - Cleaning Crew
  - Plants, refreshments, office equipment, cable television

### **Benefits:**

Benefits include: paid holidays, vacation, Medical and Dental Insurance, Life Insurance and a matching 401(k) plan. Excellent leadership and training will be provided.

### **Contact Information:**

Please direct all inquiries to Meghann Devine, Staffing Coordinator (703) 847-3659