*https://hopegymnastics.com/job/part-time-jobs-near-mclean-va-administrative-assistant/*

# Part-Time Jobs near McLean, VA – Administrative Assistant

**Hiring organization**
Hope Gymnastics

**Employment Type**
Part-time

**Job Location**
22101, McLean, VA, USA

**Base Salary**
$ 14 - $ 19

**Date posted**
October 7, 2022

**Valid through**
15.04.2023

## Description

Hope Gymnastics Academy is looking for a Receptionist to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks. This is not a couple months or summer position and we are looking for the right person who would like to grow in time with the company.

The perfect position for a college student!

Pay: $14 – $19 per hour

### Responsibilities

- Greet and welcome guests and direct visitors to the appropriate coach
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Apply now!

Associated topics: student jobs part time near ashburn va, jobs for students, administrative jobs, jobs for students in college near ashburn va, the highest paying jobs without a degree