

Cannabis Control Commission
Job Description

Department: Administration

Reports to: Executive Director

Job Title: Receptionist/Office Manager

I. PURPOSE OF THE JOB

The Receptionist/Office Manager performs administrative functions, including receiving visitors and answering phone calls, and ensures the smooth operation of the Cannabis Control Commission's office. The ideal candidate will have strong attention to detail and problem-solving skills.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Welcome all visitors to the Commission office.
- Maintain general reception area and conference rooms.
- Answer and direct incoming calls.
- Process incoming and outgoing daily mail, including distribution of mail and packages to Commission staff.
- Coordinate and order office supplies/equipment and kitchen supplies.
- Ensures office activities are operational and in compliance with standards or guidelines.
- Facilitate office maintenance and repairs.
- Assist Chief People Officer with administrative support for hiring and onboarding of staff.
- Provide administrative support to Commissioners, Executive Director and Commission staff as needed.
- Work on special projects or tasks as assigned.

III. EDUCATION AND EXPERIENCE

- High school diploma or equivalent, Associate's degree or higher preferred.
- Minimum of 2-4 years of experience in an administrative support position.
- Strong administrative and organizational skills.
- Strong interpersonal skills.
- Excellent written and verbal communication skills.
- Ability to effectively prioritize and execute tasks while under pressure.
- Ability to contribute actively to a work environment that embraces diversity.
- Ability to accept personal responsibility for the quality and timeliness of work, and for meeting expectations.
- Ability to seek opportunities to resolve problems, achieve goals, or otherwise advance the Commission's mission.
- Proficiency in Microsoft Office.
- Willingness to learn.

Salary Range: \$40,000 - \$50,000