



Job Title: Receptionist

OVG Facilities – Webster Bank Arena (Bridgeport, CT)

Position: Part time (M-F 830am-1PM or 1PM-530PM)

OVG Facilities is looking for a Receptionist for the Webster Bank Arena in Bridgeport, CT. Webster Bank Arena has been a staple of the Bridgeport community since it opened in 2001, hosting nearly 150 events each year, including sporting events, family shows, concerts by world-famous musicians and much more. In addition to 10,000 seats, Webster Bank Arena features 68 suites of varying sizes, and three large hospitality areas.

Webster Bank Arena has been home to the New York Islanders' American Hockey League affiliate, the Bridgeport Sound Tigers, since the team's inception in 2001 and also hosts home games for Sacred Heart University's men's hockey program and Fairfield University's men's basketball team.

Summary

Assist the General Manager in providing office management and administrative support. Provide clerical/ administrative support to the OVG Facilities staff on-site.

Responsibilities of this Position:

- Greet clients and visitors
- Answer phones
- Order, receive and stock office supplies
- Managing filing system
- Upkeep and maintenance of the common areas, such as reception area, conference room, work spaces, kitchen, etc.
- Process incoming and outgoing mail and packages
- Receive and distribute mail and other deliveries
- Provide administrative support to the General Manager and other departments
- Schedule, coordinate, and organize internal meetings, conferences and departmental activities
- Other duties as assigned

Requirements:

- High school diploma or associate's degree
- Experience as an office assistant or in related field
- Ability to write clearly and help with word processing when necessary



- Warm personality with strong communication skills
- Ability to work well under limited supervision
- Have a valid driver license

Application Process:

Please email cover letter, resume, and list of references in confidence to:

Matt Herpich

matthew.herpich@websterbankarena.com

EOE, DFWP

