

**Receptionist:** ARIS Receptionist's duties include offering administrative support across the organization. She or He will welcome guests and greet people who visit the business. She or he should have a pleasant personality, as this is also a customer service role.

She or He needs to have a deep understanding of the ARIS mission and vision and know the team. For this same reason, it is important the PA has great interpersonal skills, is well-presented and professional.

Computer literacy, verbal and written articulacy, Professional, Efficiency, Well-developed time management skills, Strong organizational skills are the qualities sought. A diploma or a Bachelor degree and a minimum of 2 years experience are a minimum requirement.