



Receptionist

Nodal Exchange, the largest power futures exchange in North America, is a derivatives exchange providing price, credit and liquidity risk management to participants. Nodal Exchange is a leader in innovation, having introduced the world's largest sets of environmental and electric power futures and options contracts. All transactions on Nodal Exchange (power, environmental and natural gas) are cleared through its wholly owned subsidiary, Nodal Clear, using its award-winning portfolio margining methodology. As leaders in innovation, Nodal Exchange and Nodal Clear have built in-house most of the trading and clearing platforms that fuel our business. Nodal Exchange is part of the EEX Group which is in turn part of the Deutsche Börse Group.

We are now looking for talented, innovative individuals to join our team in Tyson's Corner, VA (DC Metro area).

This is a full-time, on-site position that will report to the Manager, Human Resources, with flexible onsite coverage hours. The primary responsibilities include:

Receptionist

- Acting as the front desk receptionist by greeting, welcoming and directing visitors appropriately
- Maintains security by following procedures, monitoring visitor log and issuing visitor badges
- Supports Office Manager with restocking of office supplies and inventory checks
- Supports Office Manager with maintaining a clean reception, kitchen areas, and conference rooms
- Supports Office Manager with weekly lunches, breakfasts and other employee special events as needed
- Supporting mail and courier services
- Supports the marketing and human resources department on special projects as needed
- Supporting executive team as needed

Requirements:

- Strong communications skills
- Excellent interpersonal skills
- Self-direction and taking "ownership" of office environment
- Attention to detail and high integrity
- Experience with Microsoft Office products (e.g., Word, Excel, PowerPoint)

Physical requirements:

- Ability to work onsite in Tysons Corner office
- Prolonged periods of sitting and/or standing at a desk
- Must be able to lift 15 pounds at times

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