



JOB: RECEPTIONIST

Duties & Responsibilities

- Answers telephone and direct callers appropriately; will transfer a caller to an associate's voice mailbox when the associate is unavailable
- Greets, directs visitors
- Distributes and receives employment applications to/from applicants
- Takes and retrieves messages for various personnel
- Provides callers with information such as Company address, directions to the Company location, Company fax numbers, Company website, and other related information
- Receives, sorts, and forward incoming mail; Take outgoing mail to Post Office when necessary
- Coordinates the pick-up, delivery, express mail services (FedEx, UPS, etc.)
- Assists in the ordering, receiving, stocking, and distribution of office supplies
- Assists with other related clerical duties such as photocopying, faxing, filing and emailing
- Data Entry of various items in Microsoft products
- Coordinate Company provided lunches
- Additional duties as assigned or required

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Qualifications

- Strong attention to detail
- High school diploma or general education degree (GED) required
- One year of administrative / clerical experience
- Proficient in Microsoft Office (Word, Excel, and Outlook)
- Attention to detail
- Flexible
- Reliable
- Excellent communication skills

Work Environment

While performing the duties of this job, the employee is regularly exposed to the typical environment found in an office. This role routinely uses standard office equipment such as computers, phones, photocopier, scanners, filing cabinets and fax machines.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to handle and reach, as well as have the ability to lift files, open

filing cabinets and bend as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 7:30am to 4:30pm.

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard of race, color, religion, gender, gender identity, sexual orientation, national origin, disability or veteran status.

Pay: Commensurate with Experience

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance
- Short -Term Disability