

Receptionist

JOB DESCRIPTION

POSITION SUMMARY

Provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence as well as additional clerical duties.

REPORTS TO

President

RESPONSIBILITIES

- Provide administrative support to the company with a sense of accuracy and urgency.
- Answers and directs calls in a timely and professional manner.
- Greet visitors and callers courteously and promptly.
- Ability to operate and maintain office equipment, including scanner, copier, fax machine and postage machine.
- Assist with typing and mailing projects.
- Processing of all incoming mail.
- Provide data entry support.
- Maintain office appearance.
- Perform additional duties and participate in special projects as requested by management.

REQUIRED QUALIFICATIONS

- Maintain highly confidential and sensitive information.
- Strong organizational skills.
- Effective verbal and written communication skills.
- Personal qualities of integrity, work ethic and an ability to work in a team environment.
- Ability to type and use general office equipment.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, Teams, etc.).

SUPERVISORY RESPONSIBILITY

None

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, cell phones, photocopiers, filing cabinets and fax machines.



PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

POSITION TYPE/EXPECTED HOURS OF WORK

- Full Time Position – 40-hour work week
- In-office

PREFERRED QUALIFICATIONS

- Three to five years prior receptionist or customer service experience.

SALARY

From \$40,000.00 per year

PERKS

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance
- Potential bonus

Note: The statements herein are intended to describe the general nature and level of work being performed by associates and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.