



Job Description

Job Title:

Receptionist

Position Overview

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, requisition of supplies as well as additional clerical duties.

Essential Job Functions

- Answers telephones and directs callers to the appropriate associate; will transfer a call to the associate's voice mail box when the associate is unavailable
- Greets and directs visitors to appropriate company associate
- Takes and retrieves messages for various personnel
- Receives, sorts, and delivers incoming mail and packages
- Provides callers with information such as company address, directions to the company location, company fax numbers, company website and other related information
- Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Assists in the ordering, receiving, stocking and distribution of office supplies
- Other duties as assigned

Education and Experience

Minimum Education Level Required:

High School Diploma or Equivalent

Experience:

3 Years

Success Factors

The attributes listed below are representative of the knowledge, skill and/or ability required.

- Excellent organizational, follow-through and communications skills
- Strong data entry skills and attention to detail
- Ability to work independently and efficiently
- Ability to multi-task
- Efficient in Microsoft Office Suite
- Must be able to work in a fast-paced environment
- Able to prioritize work

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, 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.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

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