



## Receptionist

### Job Scope

As a Receptionist, you will be responsible for answering incoming phone calls on a multi-line system and directing calls and walk-in visitors to appropriate personnel. The ideal candidate will be able to work independently, be open to extra office duties, and provide excellent customer service. We seek career-minded candidates willing to learn and grow with the company.

### Responsibilities

- Retrieves messages from voice mail and forwards to appropriate personnel.  
Answers incoming telephone calls, determines the purpose of callers, and forwards calls to appropriate personnel or departments.  
Takes and delivers messages or transfers calls to voicemail when appropriate personnel are unavailable.  
Answers questions about the organization and provides callers with addresses, directions, and other information.  
Welcomes on-site visitors, determines the nature of business, and announces visitors to appropriate personnel.  
Monitors visitor access and issues pass when required.  
Updates appointment calendars.  
Receives, sorts, and routes mail and maintains and routes publications.  
Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.  
Takes payments for services and products.  
Orders, receives, and maintains office supplies.  
Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.  
Performs other necessary clerical duties, such as filing, photocopying, and collating.  
Other office duties as assigned.

### Requirements

- High School Diploma or Equivalent  
Valid Driver's License  
Must be able to pass background and drug screen  
Must be proficient in computer-based programs such as Microsoft Word and Excel  
Must be able to meet physical demands: frequently use hands and fingers to type.  
Ability to multitask while staying organized  
Strong verbal and written communication skills  
Positive customer service skills

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.