



POSTING

POSITION: Jr. AA/Receptionist

RESULTS ORIENTED - PERFECTIONIST

About the Job:

This position will include the following tasks:

- Screen telephone calls, distribute mail, update contact lists and maintain conference room
- Receive visitors and customers in person and direct to appropriate parties
- Maintain accurate files of all office related issues, ensuring files are up to date and complete
- Type letters, reports and other correspondence
- Complete data entry and filing tasks
- Order office supplies
- Coordinate and implement special projects; maintain confidential files
- Communicate with managers outside the local office and across functions; communicate with outside customers and vendors.

The following experience for this position matters to us:

- You have 1-3 years of experience working in an office environment
- You are proficient in Microsoft Office 365 and Outlook
- You have an intermediate skill level using Excel
- You have experience with data entry tasks
- You have experience answering phones and handling customers
- You are a conscientious professional who has a pleasant phone manner and excellent organizational skills
- You have the ability to complete assignments with minimal supervision
- You have a reputation for follow-through, timeliness, and attention to detail
- You are organized and motivated to provide project support as directed

And if any of the below describes you then you will make a great fit:

- You are self-directed, highly motivated, and interested in learning
- You value independence and quality of life and being treated with respect by your employer and colleagues
- You seek a challenging, exciting job and co-employees (and customers) with the same vision
- You are interested in collaboration and accomplishment
- You want to work hard in a fast-paced, but in a reasonable environment.

AN EQUAL OPPORTUNITY EMPLOYER