



Administrative Assistant/Receptionist Job

Description

Job Title: Administrative Assistant / Receptionist
Department: Front Office
Reports To: Curtis Pilon (Owner)

Provides general office support with a variety of clerical activities and related tasks. This position will be responsible for answering incoming calls, directing calls to appropriate people, distributing mail, preparing correspondence, as well as performing additional clerical duties as assigned.

Responsibilities

Answers telephones and directs the caller to the appropriate person

Takes and retrieves messages or transfers to voicemail when personnel are unavailable.

Greets and directs visitors to the company.

Provides callers with information such as company address, directions to the company location, company fax numbers, company website, and other related information.

Received, sorts and forwards incoming mail. Maintains and routes correspondence.

Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)

Type memos, correspondence, reports, and other documents.

Types and designs general correspondences, business documents, etc.

May also assist with other related clerical duties such as photocopying, faxing, filing and collating and provide general clerical support to office staff.

Requirements

A high school diploma or equivalent (GED). Some college preferred.

One year of relevant experience and/or training, or equivalent combination of education and experience.

Must have knowledge of secretarial, office administrative procedures, and knowledge of use and operation of standard office equipment, at a level generally acquired through 1+ years related experience.

Strong organizational skills.

Excellent verbal and written communication skills.

Ability to work independently on assigned tasks as well as to accept direction on given assignments.

Reliable and Punctual

Should be customer service driven

Knowledge of MS Office (Word, Excel, Outlook) and internet proficient

Able to multi-task

Professional appearance