

Receptionist/Secretary - Job Description

Division/Department: Administration

Location:

Reports To: Owners

Level/Grade: Entry Level

Type of Position: Full-time

Hours: M-F __:00am – __:00pm

Compensation/Benefits: Hourly starting range depends on experience. The position comes with the following benefits - Health Insurance*, Vacation Pay, Sick Pay, Personal Pay, and Full Discount Travel Benefits with ID Card. * ____ contributes flat amount towards total premium each month.

General Description: Greet all visitors to _____, answer phones, direct calls, mail routing, light typing and clerical duties for managers and executives.

Key Tasks:

- Answer Phones
- Route Calls
- Route Mail
- Typing
- Filing

Requirements – Education (minimum):

- High School or equivalent.

Requirements – Computer Skills:

- Possess a strong working knowledge Microsoft Office Suite including Internet Explorer, Outlook, and Word.
- Possess the ability to use a Contact Management System like ACT or similar.

Requirements – People Skills/Other:

- Excellent communication skills at all levels including excellent listening skills.
- Ability to express oneself in writing.
- Read and write English in order to understand and interpret written procedures.
- Possess strong customer service skills and be able to work in a dynamic team environment.

Reviewed By:

Notes: