A logo of a company

Description automatically generated

**Job Description**

We are looking to hire a hard-working and skilled Receptionist. The receptionist’s responsibilities will include being the first point of contact for our company. Our receptionist’s duties include offering administrative support across the organization. You will welcome guests and greet people who visit the business. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

To be successful as a receptionist, you should be detail-oriented, focused, and adept at a multitude of tasks. Ultimately, an exceptional receptionist should be able to answer phone and greet customers as well as demonstrate excellent analytical, problem-solving, and organizational skills.

**Responsibilities**

* Greet and welcome guests as soon as they arrive at the office.
* Direct visitors to the appropriate person and office.
* Answer, screen and forward incoming phone calls.
* Ensure the reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures).
* Provide basic and accurate information in-person and via phone/email.
* Receive, sort and distribute daily mail/deliveries.
* Creating and maintaining a suitable workspace to optimize production throughout the day.
* Keep updated records of office expenses and costs.
* Perform other clerical receptionist duties such as filing, photocopying, transcribing, and faxing.

**Skills and Qualifications**

* High school diploma or GED.
* Proven work experience as a Receptionist, Front Office Representative, or similar role.
* Hands-on experience with office equipment (e.g. fax machines and printers).
* Professional attitude and appearance.
* Solid written and verbal communication skills.
* Ability to be resourceful and proactive when issues arise.
* Excellent organizational skills.
* Excellent communication, time management, and organizational skills.
* Customer service attitude

**Benefits:**

* Fulltime, year-round permanent position
* **Weekends off:** 8am – 5pm Monday to Friday Schedule, 1 hour lunch break.
* Traditional Medical and Dental insurance coverage for $20 per month for single employee
* $1,500 HSA annual account contribution for single employee ($2,500 for family)
* Retirement plan with 3% employer match
* **Paid** Holidays
* Paid time off (PTO) accrues by pay period.
* Employer paid life and disability insurance.
* Pay for this job starts at $20 per hour depending on experience.