



RECEPTIONIST

Reports To: Office Manager

Revision Date: 2/25/2021

Status: Part Time

Department: Administrative

Position Overview: The Receptionist will maintain a friendly demeanor and appearance act as a gatekeeper for the office.

Job Functions and Qualifications:

- Greeting guests upon entry to main office, following incoming visitor EHS protocols.
- Alerting employees of guests' arrival and location.
- Answering phone calls with pleasantry
- Transferring calls to appropriate employee using multiple line phone system.
- Answering general questions
- Giving directions and managing flow of traffic within the offices.
- Serve as the face of the company, offering friendly service to those entering the building or calling in on the phone.
- Distribute mail to correct recipients, manage outgoing mail and packages for pickup.
- Other duties as assigned.

Essential Functions:

- Detail orientated and organized, able to accurately follow directions.
- Ability to multi-task and complete projects in a timely manner
- Occasional lifting of up to 40 pounds
- Hours for position are dictated by the workload and at times require more than a typical 40-hour work week.
*Overtime is paid when authorized.
- Some travel may be required.

Education/Experience:

- Previous experience preferred.
- High school graduate or equivalent
- Proficient Microsoft Office Suite

Hire Date: _____ Today's Date: _____

Employee Name: _____

Employee Signature: _____