

JOB DESCRIPTION

RECEPTIONIST

Reports to: Office Manager

Job Summary: Responsible for Answering incoming calls in a timely and professional manner, greet and assist customers and guests and be able to perform various office tasks.

Duties:

1. Answer incoming calls in a timely and professional manner, directing the calls to the appropriate personnel.
2. Greet and assist customers and guests in a welcoming manner.
3. Sort Incoming Mail.
4. Maintain postage meter ensuring adequate postage is available, stamp outgoing mail, and ready for mail service pickup.
5. Manage Fed Ex and UPS Daily activity for both incoming and outgoing packages.
6. Management and ordering of Office Supplies.
7. Match payment vouchers with checks on Thursday and prepare checks for mailing on Friday.
8. Assist other departments as needed.
9. Other duties as assigned.

Qualifications: Pleasant and professional personality and appearance
Interpersonal and communication skills
Organizational skills
Computer skills including Excel, Word, etc.
Ability to learn new computer programs