

Job Title:	Receptionist	Reports To:	Asst. Mgr of Benefits & HR
Division:		FLSA Classification:	Non-Exempt
Department:	Corporate	Salary Grade:	1

Position Purpose

Provide administrative and clerical support to facilitate the planning and coordinating of activities for a designated office.

Essential Functions and Responsibilities

- Provides assistance to office personnel by aiding in document control, fax, and mail distribution.
- Procurement of business cards and mail supplies when needed.
- Responsible for invoice coding and office maintenance scheduling.
- Promptly and professionally receives 100% of all telephone calls from the switchboard and greets all visitors.
- Signs for deliveries when necessary and notifies recipients.
- Organizes and update the corporate conference calendar on the employee intranet and setup general meetings when required.
- Assists with any additional assigned duties.

Qualifications & Requirements

Education / Certification

Related education and/or experience

Recommended Work Experience

0 to 10 years

Recommended Knowledge, Skills, and Abilities

Knowledge of computer programs such as Microsoft Office, internet, and UPS; Skilled in communication, public relations, organization, teamwork, accuracy, attention to detail, time management, and assistance of others.

Working Conditions

Considerable local travel required; additional non-local travel may be required; Work with a group and/or team; Frequent conflict situations may be present.

Performance Measurements

- Annual Performance Review
- Regular Project Updates
- Monthly Job Cost Reporting
- Internal and External Client/Customer Feedback
- Possible peer and/or 360 degree surveys