

## **Metalforms, Ltd. - Job Posting**

**Position Title: Receptionist**

**Department Title: Office Administration**

**Classification: Non Exempt - Hourly**

**Salary: D.O.E**

**Date: 7/20/2016**

### **Summary**

- The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, greeting and directing guests, mail distribution, flow of correspondence, as well as providing general office support through a variety of clerical activities and related tasks.

### **Essential Functions**

- Answers telephones in a friendly and professional manner and directs the caller to the appropriate associate. Will be required to record a written message and notify associate via email if the associate is not available.
- Greets and direct visitors to the facility.
- Provides callers with information such as directions to the company location, company address, fax numbers, website address, and other related information.
- Receives, sorts, and forwards incoming mail.
- Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Assists with other related clerical duties such as data entry, scanning, filing, photocopying, etc.

### **Competencies**

- Proficient written and verbal communication
- Ability to collaborate and work with a team
- Customer / Client focused
- Technical computer skills (Microsoft Office, Windows File Management, & Gmail Platform)
- Ability to type at least 45 WPM

### **Work Environment**

- This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machines, and filing cabinets.

### **Physical Demands**

- This position is primarily a sedentary role; however, some filing is required. This will require the ability to lift files, open filing cabinets, and bend or stand as necessary.

### **Position Type and Expected Hours of Work**

- This is a full-time position. Days and hours of work are Monday through Friday, 8:30 AM to 5:00 PM.

### **Required Education and Experience**

- High school diploma.
- Two years of applicable experience.

### **Other Duties**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.