



Job Description

Issue Date : 4/23/2014
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Last Revised : n/a

Job Title: Receptionist Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Assistant	4/23/2014	Operations Manager	4/23/2014	HR Director	4/23/2014

Reports To: Operations Manager

Supervisory Status: No

Description:

- Present a professional image of Creative Bus Sales responsible for insuring a smooth entry into the company. Work with customers, vendors and personnel to effectively achieve professional, effective office communication. Understand the critical relationship that we have with our vendors and customers, and treat them accordingly.

Duties:

- Cordially greet people visiting our facility and, if appropriate, assist them, offer them coffee, water, or use of the restroom.
- Cordially answer and administer incoming telephone calls.
- Maintain a consistent knowledge of where staff members are, both on property and off so that incoming calls or onsite arrivals can be appropriately responded to.
- Administer mail – Receive and date stamp, sort and distribute to inboxes. Postmark outgoing mail and make sure it's available when postman/woman arrives to deliver/pickup mail.
- Distribute all incoming faxes and outgoing faxes as requested by other employees.
- Prepare overnight packages including preparation of labels/packages and contacting services for pickup.
- Maintain the telephone system and make changes as appropriate.
- Insure adequate office supplies are available.
- Maintain office equipment including calling for minor repairs.
- Maintain postage machine
- Complete daily housekeeping tasks, i.e. dish washing, maintain appearance of the lobby, receptionist work space and conference room and others as required.
- Assist Sales Department with various tasks as assigned (copying, photo inventory, etc.).
- Scan, move and rename files in System 2000 software on a daily basis
- Other duties as assigned.

Education/Experience Required:

- Oral Communications Skills
- Written Communications Skills including letters and emails
- Customer Service
- Diplomacy
- Organization
- Computer Skills (Basic Microsoft Office)
- High School Diploma or Equivalent

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