

## **Administrative Assistant/Receptionist Position**

### **Job Description:**

- Answers incoming telephone calls, determines purpose of callers and forwards calls to the appropriate person. Takes and delivers messages.
- Communicates with callers in a professional manner using a pleasant and clear voice.
- Welcomes on-site visitors, determines nature of business and announces visitors to the appropriate person.
- Pages people over the company intercom using a pleasant and clear voice.
- Receives, sorts and routes mail on a daily basis.
- Retrieves and routes faxes in a timely fashion.
- Scans and files office documents, including completed job travelers, purchase orders, material certifications, packing slips and invoices.
- Sends accounts receivable invoices on a daily basis by mail in an accurate and timely fashion.
- Enters accounts payable invoices on a daily basis into the purchase order system in an accurate and timely fashion. Works with the purchasing department to resolve pricing discrepancies between purchase orders and invoices.
- Maintains regular and predictable attendance.
- Performs other duties as assigned.

### **Job Requirements:**

- A minimum of a high school diploma or equivalent with 2+ years related experience. Preferred: 2 - 4+ years of experience as a Receptionist handling a multi-line phone system while greeting visitors.
- Must have a level of proficiency with Internet, Email, and Microsoft programs.
- Must be able to multi-task while operating a switchboard while working in a fast paced environment.
- Cognitive and problem solving skills to be able to identify potential problems in advance and solve problems after they have occurred.
- Able to maintain absolute confidentiality regarding employee and proprietary company data.
- Excellent verbal communication skills required.
- Must be articulate and have excellent phone skills and etiquette.
- Position requires a positive attitude and a high level of professionalism.
- Good customer service, organizational and time management skills are required.

Please send resumes to [jobs@edj-precision.com](mailto:jobs@edj-precision.com).