



Title: Receptionist

Department(s): Administrative

Reports to: Chief Operating Officer

Job summary

This position is responsible for answering and redirecting all incoming calls, greeting all visitors and managing all incoming and outgoing mail/packages.

Overview

Responsibilities:

- Direct calls to appropriate staff members
- Interaction with clients, vendors, media reps and visitors
- Maintain office calendar: travel, agency meetings, shoots, media visits, vacation, sick days
- Morning Announcements out by 8:30am
- Open, sort and distribute incoming correspondence, faxes and emails
- Sign for and distribute UPS/FedEx or similarly delivered packages
- Ship all company packages via FedEx
- Maintain general office hygiene: Reception area, conference room and breakroom
- Arrange for the repair of office equipment: copier/printers
- Order office supplies
- Purchase all office and kitchen supplies, shipping supplies and postage for agency
- Order flowers and gifts from agency to clients and employees
- Maintain confidentiality in all aspects of client, employee and agency information
- Maintain current Strong domain list and expired domains; purchase new domains
- Create purchase orders
- Clean front copy room of clutter at end of each day
- Send Next Day Traffic & Welcome books and maintain recipient list
- Add HR documents to digital frame in break room
- Add welcome signs and other agency communication to digital kiosk
- Empty coffee pots, close down conference room and lock front door nightly
- Additional admin duties for various departments as needed

Qualifications:

- 10+ years' experience as a receptionist in an office setting
- Effective verbal and written communication skills
- Detail oriented and organized
- Ability to multitask
- Proficient in Microsoft Office applications
- Friendly, cheerful demeanor

To apply, send your resume and cover letter to humanresources@strongautomotive.com.
Include "Receptionist" in the subject line of the email.