

Administrative Assistant/Receptionist

A rapidly growing international market leader is seeking a top performer for their Administrative Assistant/ Receptionist role. This key position provides front desk reception duties for the office including answering and routing phone calls as well as greeting and directing customers and visitors. This is an exciting opportunity to work for a stable, family oriented, business with a tremendous culture and team environment.

Administrative Assistant/ Receptionist Duties and Responsibilities:

- Receiving visitors at the front desk by greeting and directing them appropriately
- Answering, screening and forwarding incoming phone calls
- Maintaining office security by following procedures and controlling access via the reception desk (ensuring information is completed in visitor logbook)
- Provides administrative support as needed, preparing reports, collecting and analyzing information and assisting with presentations
- Assisting Sales Team with data entry into CRM system
- Manage and inventory office supplies and research new deals/suppliers
- Mail distribution, filing and other clerical duties
- Assists in the planning and execution of meetings and events
- Other duties as assigned

Education and Experience:

- High School Diploma or GED required
- 2+ years of experience in an Administrative Assistant role, or similar
- Proficient Microsoft Office Suite; Word, Excel, PowerPoint, Teams and Outlook skills required
- Experience using Salesforce or a CRM preferred
- Ability to work in a fast-paced manufacturing environment
- Detailed oriented with strong organizational and communication skills
- Ability to multitask, and handle a variety of inquiries with knowledge and tact

Benefits & Compensation:

- Salary commensurate with experience
- Company subsidized Medical, Dental, and Vision benefits effective the first of the month following 30 days of employment, 401K with 3% Safe Harbor Match, Performance Bonus, 13 paid vacations days, 5 paid sick days and 12 paid holidays.
- Growth opportunities are available