

Thank you for visiting our site.

**We strive to provide solutions for your business needs
and appreciate the opportunity of assisting your
organization.**

Note to Consumer:

This Document is furnished with the express understanding that businessolver.com is not engaged in rendering legal, accounting or other professional services or advice. While this Document is designed to provide accurate information in regard to the subject matter covered, the accuracy or fitness for a particular situation is not guaranteed. Laws and regulations vary among jurisdictions, and may change or be subject to differing interpretations. As with any legal matter, common sense should be used in determining whether you need the assistance of an attorney or other competent professional for your particular situation. By using this Document, you are acting as your own attorney. It would be advisable and prudent to examine the laws of your state before using this Document. Even if you are completely satisfied with this Document, we encourage you to have your attorney review it to determine whether there is something unique about your particular situation, which may suggest that some modification or different approach be undertaken. Your nonexclusive, nontransferable license to use this Document includes the right for your legal counsel to use and modify this Document solely for your own use. Please keep in mind that under the Terms & Conditions found at the businessolver.com website, which are applicable to this Document, businessolver.com does not and shall not have liability or responsibility to any person, including yourself, for any loss or damage caused or alleged to be caused by the use of this Document in a particular transaction.

JOB DESCRIPTION - RECEPTIONIST

DEPARTMENT: Clerical

JOB TITLE: Receptionist

REPORTS TO: Office Manager

PURPOSE: The purpose of this job is to courteously operate the phone system, routing calls and/or messages to the appropriate personnel in an efficient manner. Furthermore, greets visitors/customers and performs various clerical duties.

JOB DUTIES:

Receptionist Duties:

- Operates telephone system, routes calls, and takes messages as needed.
- Responds to a high volume of incoming calls during peak periods.
- Greets/directs visitors both in the office and over the phone in a professional and courteous manner.

Clerical Duties:

- Sorts, stamps, and routes incoming mail, and delivers as necessary.
- Assists with the mailing process such as folding, stuffing, labeling, weighing, and stamping out-going mail, as well as preparing mail that is for overnight delivery.
- Provides clerical support by updating/alphabetizing company files (e.g., sales orders, purchase orders, work orders, payables).

JOB REQUIREMENTS:

1. Good knowledge of general office practice and business English.
2. Ability to receive/screen office visitors and telephone calls.
3. Ability to respond to a high volume of incoming calls and route them in a professional and courteous manner.
4. Sufficient typing skills and knowledge of computers as well as various software packages.
5. Ability to express oneself clearly and effectively in both oral and written form.
6. Ability to learn the company's quality objectives and apply those objectives in the performance of all job duties.
7. Ability to manage and maintain confidential information.
8. Ability to perform basic mathematical calculations.
9. Ability to operate all office equipment required to accomplish job duties such as computers, typewriters, fax machines, copiers, calculators, etc.
10. Ability to remain calm and professional during peak periods of activities.
11. Ability to proofread and edit documents as needed.
12. Knowledge of organizational methods and the ability to manage multiple tasks simultaneously.
13. Knowledge and ability to communicate effectively with office staff, sales personnel, and incoming visitors.
14. Ability to assist in other job related areas as required.
15. Ability to work daily and overtime as needed.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season)

Key:	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	

Standing	Occasional
Sitting	Continuous
Walking	Occasional
Bending/Kneeling/Crouching/Stooping	Occasional
Reaching Above Shoulder	Occasional
Climbing (stairs, ladders, etc.)	Occasional

Working on Heights:

Unprotected Heights	N/A
Protected Heights	N/A

Lifting Weights from 0 to 50 Pounds	Occasional
-------------------------------------	------------

Push/Pull/Maneuver Equipment/Products/Materials Weighing from 0 to 50 Pounds	Occasional
---	------------

Being Around and/or Operating Moving Machinery/Equipment	N/A
--	-----

Operating a Vehicle (as a part of your job)	N/A
---	-----

Read/Monitor Gauges on Various Equipment/Machinery	N/A
--	-----

Hand Movements:

Recording Data	Continuous
Operating Office Equipment	Frequent
Operating Computer	N/A
Simple Grasping (right and left)	Occasional
Firm Grasping (right and left)	Occasional
Fine Manipulating (right and left)	Occasional

Foot Movements to Operate Foot Controls	N/A
---	-----

Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties	YES
--	-----

Color Definition Required:	NO
-----------------------------------	----

Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties	YES
--	-----

Mobility: Ability to be mobile throughout required work areas.

Office	Continuous
Multiple Locations	Occasional
Plant	N/A
Equipment/Maintenance or Repair Area	N/A
Rough Terrain	N/A
Other	N/A

BASIC MENTAL REQUIREMENTS

This job requires the mental capabilities to learn, comprehend, and communicate both orally and in writing. Additionally, some calculating abilities are required to complete job duties, as well as the ability to prioritize/organize work, and apply common sense.

WORKING CONDITIONS AND EXPOSURES:

General office working conditions exist. Extended periods of managing a phone system with a high volume of calls.

TRAINING:

Safety:

Right to Know

Other:

On-the-job Training
Employee Handbook

JOB QUALIFICATIONS:

Education:

High school diploma or G.E.D. certificate preferred.

Experience:

Good work history with some receptionist experience, as well as some clerical experience.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Receptionist

- YES ____ NO ____ I have been provided a copy of the job description to read or the job functions have been explained to me.
- YES ____ NO ____ I understand the requirements of this job.
- YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature