



POSITION:

Receptionist

RESPONSIBILITIES:

- Maintains a professional and friendly attitude
- Full switch board operation
- Answering and directing calls to appropriate office staff and taking messages
- Excellent phone skills
- Answering multiple lines
- Greeting visitors and maintaining lobby area
- Must have professional demeanor and attitude
- Must be reliable and dependable
- Articulate and effective communicator
- Process incoming and outgoing mail and keep up with postage usage
- Send out information to web customers
- Handle multiple tasks and assist with projects with other employees
- Must be able to multitask with various clerical duties
- May compose general correspondence and materials for office staff
- Enjoy working as a team member
- Position requires flexibility as company grows
- Employee must be open to feedback as well as new ideas

KNOWLEDGE/SKILLS/EXPERIENCE/ REQUIRED:

- Requires a high school diploma or GED (college degree preferred)
- Proficient in Microsoft Office, particularly Word, Excel, Outlook and internet
- Must be able to type 25-35 words per minute
- At least one year of experience preferred
- Excellent verbal communication skills
- Job requires learning natural medicine product line sold by the company