

PRINCIPAL PURPOSE OF THE POSITION:

The Receptionist is responsible for receiving and directing visitors, vendors, clients, and customers to appropriate locations and parties. Notifies personnel of visitor arrival. May operate a single or multiple position telephone switchboard. The person will also be responsible for a variety of clerical tasks as assigned.

LEVEL OF AUTHORITY:

This position is not expected to perform supervisory duties. This person is accountable for the efficient and professional deployment of clerical support services to the employees and must maintain strict confidentiality of sensitive information.

WORK ENVIRONMENT:

Work is performed in a fast-paced office setting with frequent interruptions. Duties may require sitting for long periods of time. Occasional need to drive a vehicle to other work locations.

ESSENTIAL JOB FUNCTIONS:

- Answering, assisting, and directing all incoming telephone calls to appropriate parties in a professional and courteous manner
- Performing related clerical work such as typing, filing, and sorting mail distribution
- Using applicable software programs to create inventories, letters, and other business-related documents
- Distributing mail and preparing shipping labels and ordering FedEx and UPS pickups and deliveries
- Reserving and ensuring all conference rooms are organized and tidy
- Providing administrative support when needed
- Managing and ordering office supplies
- Maintaining company automobiles
- May coordinate businesses lunches and other related duties
- Performing other duties as assigned
 - Assisting all members of the firm in an Administrative Assistant capacity
 - Taking messages
 - Preparing presentations
 - Running errands as needed
 - Be proactive to anticipate the needs of the Brixey & Meyer team by watching calendars and reaching out to the appropriate team member/s

QUALIFICATIONS:

- Two years of reception experience (or equivalent customer related ability)
- Prior administrative office management experience
- Proficient in Microsoft Office, specifically Excel, Word, and PowerPoint
- Excellent oral and written communication skills
- Excellent memory, organizational skills, handle multiple responsibilities and meet deadlines, attention to detail accuracy required along with the ability to prioritize
- Excellent customer relationship skills
- Requires a valid driver's license

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

OTHER:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Brixey & Meyer, Inc.
Job Title: Receptionist
Fulltime 40 hours a week/2080 hours a year
Non Exempt Position
Department of Labor Classification - Administrative
Reports To: Firm Administrator

PLEASE APPLY ONLINE: www.brixeyandmeyer.com/careers