

## **Receptionist**

### **Job Duties:**

The Receptionist is responsible for, but not limited to, the following duties:

- Answering all incoming calls in a professional and courteous manner
- Routing all incoming faxes and emails to the main company address
- Posting all outgoing mail daily
- Picking up the mail from our mailbox daily
- Handling dispatching of technicians in our dispatching software
- Greeting any customers who come in to the office
- Taking supply orders from customers calling in
- Entering supply orders into our shipping software daily

### **Desired Skills:**

- Proficiency in Microsoft Word and Excel
- Proficiency at 10-key entry
- Excellent communications skills
- Aptitude for data entry and being meticulous about it