

## **Receptionist/Administrative Assistant**

**Summary:** Provides general office support with a variety of administrative activities and related tasks. The Receptionist/Administrative Assistant will be responsible for answering incoming calls, directing calls to appropriate person, welcoming visitors, flow of correspondence, mail distribution and additional administrative duties.

### **Essential Functions**

1. Welcomes visitors by greeting them in person and on the telephone; answering or referring inquiries.
2. Takes and retrieves messages for various employees, communicating those messages in a timely manner.
3. Directs visitors by maintaining employee and department directories; giving instructions.
4. Maintains security by following procedures; monitoring logbook; issuing visitor badges.
5. Receives and distributes mail by checking in packages and sending emails to recipients.
6. Adds postage to mailings and recording/logging amounts for Accounting.
7. Types and emails meeting minutes and bid calendars for the weekly Project Manager meetings.
8. Creates a monthly phone assignment calendar to assist in front desk coverage for lunch, breaks and time off.
9. Prints and addresses birthday, sympathy and other various cards.
10. Coordinates monthly birthday celebrations for employees.
11. Types notes, files, prints labels and other various administrative tasks.
12. Assists with coordinating various internal office events
13. Enters PTO hours for office admin team on spreadsheet
14. Assists the HR Manager, Executive Assistant and others with various administrative tasks.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Competencies**

1. Flexibility.
2. Communication Proficiency.
3. Collaboration Skills.
4. Customer/Client Focus.
5. Technical Capacity.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

**Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m.

**Travel**

No travel is expected for this position.

**Required Education and Experience**

1. High school diploma or equivalent.
2. One year or more of administrative experience.

**EEO Statement**

Wehr is an "equal opportunity employer." We will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.