

JOB TITLE: Front Desk Administrator / AP Clerk

DEPARTMENT: Finance

REPORTS TO: Controller

DESCRIPTION: *One or more of the following tasks may be assigned.*

Greets visitors to the facility, provides access to the reception area and maintains visitor log.

Answers multi-line telephone, takes messages as needed.

Provides interface between visitors and external phone calls to employees via the internal paging system.

Responsible for processing all service and supplier vendor payments.

Works closely with Purchasing, Receiving and other areas to ensure the timely processing of invoices.

May perform other administrative tasks as assigned.

SKILLS REQUIRED:

Strong interpersonal skills and pleasant demeanor.

Effective communicator with the ability to multi-task

Desire and willingness to grow and learn

Computer skills needed include: Excel, Word, PowerPoint, Outlook.

Business casual dress required

EXPERIENCE REQUIRED:

Some experience with accounts payables preferred but not required.

TRAINING REQUIRED:

Company to provide

EDUCATION REQUIRED:

High School diploma or equivalent.

APPROVED:

APPROVAL DATE