



Functional Task Description

Task Title: Receptionist

Reports To: General Manager

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

Greets Visitors to the facility, and provides access to reception area from external interlock.

Manages Visitor/ITAR Log for sign-in and sign-out of all Visitors, including Customers.

Answers multi-line telephone, takes messages as needed.

Provides interface for Visitors and telephone calls to employee contacts using internal paging system.

Manage Master Schedule for meeting space.

Prepare and manage Customer or Senior Management meetings.

Accepts employment applications.

Miscellaneous Manufacturing/Quality reporting as needed.

May perform other administrative tasks as assigned.

Neat and appropriate clothing and appearance is required.

SKILLS REQUIRED:

Good interpersonal skills with pleasant attitude.

Good communication/verbal skills.

Ability to learn.

Ability to use multi-line phone system helpful.

Ability to use and experience with Microsoft Office products (Excel, Word, PowerPoint).

EXPERIENCE REQUIRED:

1 year office/receptionist experience helpful.

On the Job Training (OJT) will be provided

EDUCATION REQUIRED:

High School Diploma or Equivalent

Approved by: **Todd Bushnell**

Date: **08/27/2018**