

Zablocki Roofing, Inc.

Receptionist
Job Title

Non-Exempt
Status

02.02.2022
Date

43-4171.00-p;[
Job Code

Office Manager
Title of Immediate Supervisor

Administrative/Clerical Operations
Section

Job Summary

The Receptionist will greet, assist, and provide direction and information to clients, visitors, and other guests of the organization and complete clerical support tasks.

Job Duties

- Greets and welcomes visitors and escorts them to the appropriate location
- Answers phone call and emails, directing to appropriate staff and prepares messages
- Office tool and equipment operation and maintenance including computer, scanner, copier, phone, and other office equipment
- Perform administrative and clerical support tasks
- Microsoft Excel spreadsheet management
- Perform basic filing and record keeping
- Reconcile credit card statements
- Coordinate general building and equipment repairs as needed at the direction of the General Manager
- Ensure front reception area and breakroom stays clean and organized
- Monitor and track office supply inventory
- Receive and sort mail, documents, packages, and courier deliveries and delivers or distributes items
- Monitor weather and communicate with field staff as necessary
- Schedule dumpster trash removal as needed
- Manage shop laundry as needed
- Weekly office trash removal
- Other duties as assigned

Required Qualifications

- 1+ years working in a comparable position
- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills.
- Basic understanding of administrative and clerical procedures and systems
- Excellent organization skills
- Detail oriented
- Able to take initiative
- Able to maintain upbeat and positive attitude

- Able to bend, stretch, twist, or reach with your body, arms, and/or legs
- Able to lift 15+ pounds

Preferred Qualifications

- Experience with Microsoft Office 365, Outlook, and QuickBooks
- Experience with Microsoft Excel spreadsheet data entry and management

Working Conditions

- Prolonged sitting
- Repetitive movement
- Looking at a computer for long periods of time