



Position: Receptionist

This full-time position has the unique responsibility of making a good first impression, which can impact the success of the company. The receptionist is a frontline employee that visitors interact with, being friendly, professional, and helpful to visitors is critical. This position demands a very high level of communication and social skills and multitasking.

Tasks:

- Operate telephone switchboard to answer, screen and forward calls, providing information and taking messages.
- Perform clerical tasks using computer to preparing letters and other documents.
- Greet persons entering establishment, determine nature and purpose of visit, and direct them to specific destinations.
- File and maintain records.
- Transmit information or documents to customers, using computer, mail, or facsimile machine.
- Prepare customer literature binders
- Order and maintain office supply inventory
- Receive deliveries and coordinate incoming and outgoing mail
- Provide information about establishment such as location of departments or offices, employees within the organization, or services provided.
- Other tasks as assigned by the Office Manager

Education and/or Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Computer Skills:

To perform this job successfully, an individual must have knowledge of: Internet Explorer; Microsoft Excel; Microsoft Outlook; Microsoft Word.

Salary: \$14 per hour

Please send resume and letter of interest to:

Attn.: Human Resource Department
Calvary Automation Systems
45 Hendrix Road
W. Henrietta, NY 14586

Email: hrdept@calvauto.com