<table>
<thead>
<tr>
<th>Role/Title</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receptionist/Administrative Assistant</td>
<td>451</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Date:</td>
</tr>
<tr>
<td>Customer Service Assistant Manager</td>
<td>8/16/2016</td>
</tr>
</tbody>
</table>

### Primary Job Function:

- Coordinate phone communication within the company
- Monitor call flow for corporation. Deliver and follow up phone messages as needed.
- Perform duties as assigned.
- Greet all walk-in vendors, visitors, and others.
- Seek other work that can be done while you perform front desk duties such as stuffing mailers, collating, and assist with special projects.
- Data Entry as required.
- Benchmarking Professionalism. We want other businesses to model their receptionist and reception area after Wood-Mizer.
- Responsibilities also include covering during company events, open houses, and/or potential working holidays.

### Requirements:

**Education:** High school education or equivalent

**Experience:** Computer experience. Word & Excel are a must.

**Skills:**

- Excellent organizational skills
- Excellent communication skills
- Capable of working with minimal supervision (self-motivated)
- Able to shuffle priorities without supervision