

# Bullseye Glass Co.

## Job Description

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Department: General Administration

Position: **Receptionist**

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### **Lines of Responsibility**

Reports to: Controller, HR Manager

Supervises: N/A

### **Essential Functions**

Prepare packages and letters for mailing.

Open, sort and distribute all incoming U. S. and Federal Express mail.

Maintain the postage meter.

Prepare daily collection report and bank deposit for BC Gallery and factory.

Take deposits to bank as needed.

Answer and forward incoming phone calls w/voicemail.

Maintain inventory of and order office supplies, letterhead, employment applications & business cards.

Maintain reception area supply of Sales information packet materials.

Track attendance.

Administer and track Product Recognition tests for factory employees.

Sort resumes/applications. Note observations of applicants whenever possible.

Photocopying, Greeting Visitors, Filing.

Daily data entry for Production, QC, and Warehouse departments.

Oversee conference room scheduling.

### **Other Functions**

Miscellaneous wordprocessing and spreadsheet projects.

### **Requisites (Experience, Education, Training, Skills)**

High school diploma or equivalency.

Computer competency including word processing and spreadsheet.

### **Physical requirements / Use of Senses**

Sitting: Frequently. To accomplish necessary desk work.

Standing/walking: Occasionally. To move throughout employee work areas.

Lifting/carrying: Occasionally. To work with reports. Typical weight < 20 lbs.

Handling/grasping: Frequently. To open and distribute mail and use various internal and externally supplied reports.

Speaking/hearing: Frequently. To speak with employees and outside agencies. Must be able to communicate on the telephone.

Finger dexterity: Frequently. To work with computer and telephone system.

Near vision: Frequently. For reading reports and for computer entry.

Far vision: Occasionally. For maneuvering about the facility.

### **Mental requirements / Attributes**

Interaction with others: Frequently. Communicates with co-workers and outside agencies.

Time/deadline/shift/overtime requirement: Frequently. Job requires considerable organization and time management.

Attention to detail: Frequently. Accuracy is critical for almost all phases of the job.

Critical judgment: Frequently. May need to identify problems or assess situations quickly.

Positive attitude: Continually. Essential while working in an environment with time stressors, outside agencies and customer phone calls.

### **Operation of Equipment / Tools**

Computer: Frequently. For entry and calculation of most data and information.

Photocopier: Frequently. To make copies of information.

Typewriter: Frequently. For preparation of mailing packets.

Telephone: Frequently. To communicate with customers and outside agencies.

Writing instruments: Frequently. To facilitate communication and recordkeeping.

