INTERNAL JOB POSTING

Position Title: Receptionist/Administrative Assistant

Status: Full-Time, Regular, Non-Exempt

Schedule: 40 hours/week, Monday – Friday 8a – 4p

Department: Waite Park, South

Direct Supervisor: Maggie Dilks, HR Manager

Posting Deadline: Thursday, September 2, 2021 at 12:00pm

Job Duties

- Receives incoming telephone calls, takes accurate messages, directs to the appropriate individuals, and provides information to callers, on a daily basis, keeping a professional demeanor at all times.
- Assists, directs, and interacts with internal and external customers and visitors in a prompt, professional and appropriate manner ensuring the Visitor Policy is enforced.
- Maintains company database information; additions, maintenance, clean-ups, and potential training.
- Assists with the transportation radio, attendance tracking, and announcements of client/client arrivals and departures between shifts.
- Regularly prepares outgoing mail, delivers mail to Post Office, monitors postage machine for adequate postage and maintenance, and signs for/ distributes packages.
- Assists with data manipulation, clean-up of lists, and label printing for bulk mailing projects.
- Assists with office supply inventories, ordering, and tracking supply budgets.
- Other duties as assigned.

Qualifications

- High School Diploma or equivalent
- Three years administrative experience required
- Human Resources experience preferred.
- Experience with multiline phone/switchboard experience preferred.
- Strong technical and computer skills with intermediate to advanced knowledge in Microsoft Office Suite, and general database knowledge.
- Able to pick-up on specialized software quickly.

How to Apply

If interested, please complete an Internal Application, have it signed by your current Supervisor, and submit it to the Front Desk (320 Building) by: Thursday, September 2, 2021 @ 12pm. Additional internal and/or external candidates may already be under consideration for any positions listed.

WACOSA is an EEO/AA Employer