Office Receptionist and Operations Assistant

Service organization south of Conway, NH seeks experienced candidates to interview for a receptionist and operations assistant position. Candidate must have the ability to multi-task, prioritize and communicate throughout multiple departments. The position is full-time M-F and offers benefits.

Responsibilities will include, but are not limited to:

- Daily processing of business related materials
- Open, sort, and distribute incoming correspondence including fax and emails
- Answer phones, assist with inquiries & transfer other calls to appropriate staff members
- Daily processing of payroll
- Input/data entry and routine address changes
- Perform errands that assist daily office functions: post office, bank
- Support staff in assigned project based work
- Purchase and order office supplies
- Maintain inventory of office supplies and equipment
- Maintain confidentiality in all aspects of client, staff and business information
- Create and modify documents using Microsoft Office and other business applications
- File and retrieve organizational documents and reports
- Perform clerical duties to include, but not limited to, copying, faxing, scanning, data entry, mailing, filing, overnight deliveries and seasonal mailings
- Prepare responses to correspondence and routine business inquires

Ideal candidate would:

- Be able to meet strict deadlines
- Possess a sense of urgency to get things done while also maintaining a great attention to detail
- Be able to remain calm and focused under pressure
- Be technically literate and able to learn to use systems quickly
- Be able to work effectively and efficiently in a team environment
- Possess exceptional verbal and written communication skills
- Be able to adapt to change in processes
- Support the goal of the organization to offer outstanding customized service to all clients in a timely, clear, educated, friendly and technology supported manner

Please send resume to: MaryJane@me.com