

JOB DESCRIPTION

POSITION: Receptionist / Office Coordinator

DESCRIPTION: This position's primary focus is two-fold:
1) Answers all phones / Greets and directs all walk-in traffic
2) Performs office responsibilities for all departments

SKILLS REQUIRED: Word; Excel; Outlook; Copier

RESPONSIBILITIES:

1. Serves as initial contact with customers / dealers and other contacts by answering phones, greeting walk-ins, and directing traffic, ensuring that every contact made results in a good first impression.
2. Accurately records phone messages and ensures they are communicated in a timely and efficient manner, either via voicemail; email; or message.
3. Understands how to change settings on phone system (how to change messages, use conference call features, etc) and acts as point person for features and settings.
4. Handles office tasks across departments to include:
 - Postage and mail functions/ Shipping to include UPS and Federal Express
 - Maintains office machines, including copier
 - Orders and maintains office supplies
 - Ensures coffee area is always stocked and coffee is made
 - Projects such as customer welcomes/popcorn bags/agronomy guy email
5. Performs weekly office tasks to include:
 - stocking coffee and breakroom
 - organizes the east kitchen area
 - waters all plants on a weekly schedule
6. Coordinates in-office event planning: food; setup and cleanup (company meetings, guest events, and tours).
7. Performs other duties as requested.