



BROETJE ORCHARDS

Title: Receptionist
Reports to: Office Manager

General Job Description

Under the direction of the Office Manager, the Receptionist focuses her time on reception duties, such as greeting visitors and employees. You will serve as the first point of contact for our employees and visitors and be responsible for all front-desk and other administrative-support duties such as handling incoming calls, including transferring and screening of calls and taking messages, and other miscellaneous administrative duties as assigned by supervisor. The receptionist relies on instructions and pre-established guidelines to perform the functions of the job.

Essential Duties and Responsibilities

- Must be bilingual and have the ability to translate writing as well.
- Serves as first point of contact for all visitors and employees on a daily basis.
- Answer all incoming calls from multi-line phone system.
- Page and/or radio staff as needed.
- Transfer/route all calls, take messages as needed
- Assist all employees and visitors (on the phone and in-person) with basic information.
- Greet visitors and notifies staff of guest's arrival
- Accept all ground shipments (Fed-X, UPS and others), call recipients to collect their packages
- Prepare outbound FedEx and UPS shipment labels (online)
- Review general voicemail messages and forward to appropriate recipient every morning.
- Order office supplies twice a month; every 1st of the month and every 15th of the month. Inventory supply cabinet to determine supply needs.
- Order business cards and other business forms as needed
- Prepare invoices for the Accounting Dept. (open and stamp with date of receipt)
- Distribute/put away supply deliveries
- U.S. Mail sorting & distribution
- Makes sure there is adequate supply of paper on copier and printer
- Completes paperwork necessary for new hires and rehires
- Prepares new employee packets

- Copy materials for managers and staff as needed.
- Maintains adequate supply of office forms on hand
- Copies checks received and gives copy to General Manager/owner
- Copy and distribute daily reports and faxes as needed
- Maintain visitor log and issue visitor badges
- Maintain cash receipts for apple sales, and misc. items
- Organize and keep reception area clean
- Responsible for postage meter

Essential Knowledge, Skills and Abilities

- Possess excellent customer service skills
- Demonstrate a professional attitude
- Effectively communicate well by telephone, teleconference and in writing in order to represent Broetje Orchards to all callers, visitors and customers;
- Balance own work schedule and perform a wide variety of administrative and support tasks;
- Operate all office equipment, including multi-line telephone system, copier, printer, fax, PC, scanner, postage meter, laminator, adding machine.
- Knowledge of Microsoft Office including Word, Excel and Outlook.
- Ability to multi-task and adapt to a given situation.
- Demonstrate strong organizational skills, ability to prioritize workload and work efficiently with minimal supervision.
- Knowledge of company office policies and procedures
- Legible handwriting

In addition to the responsibilities and skills, the receptionist will maintain strict confidentiality regarding records, documents and/or information that comes through the reception desk. Primary job functions do not typically require exercising independent judgment. Other assignments do not take precedence over the most important part of the job which is coverage of the phone and greeting and directing guests. The receptionist does not have the authority to change, modify or create any forms without prior authorization from the hr manger. The general work policies for Broetje Orchards apply to you. You will be subject to discipline, including dismissal, if you fail to follow this job description; the Broetje Orchards work policies, any instructions given to you by your supervisor, or if your performance is consistently poor.

To apply: Send resume and 2 professional references to Lucy Cartagena at lucyc@firstfruits.com. No phone calls please. Deadline: February 20th, 2018