



## **COME JOIN OUR TEAM!**

Insta Graphic Systems is looking for a Receptionist to join our team. The Receptionist will greet, assist, and provide direction and information to clients, visitors, and other guests of the organization.

### **What you'll do:**

- Greets clients, visitors, and guests; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Receives mail, documents, packages, and courier deliveries and delivers or distributes items.
- Performs order entry of sales orders.
- Performs administrative and clerical support tasks.
- Performs basic filing and recordkeeping.
- Performs other duties.

### **Who you are:**

**Education:** High school diploma or GED required. College degree preferred

**Experience:** At least 6 months experience in same type of position.

#### Skills/Abilities:

- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills.

- Basic understanding of administrative and clerical procedures and systems.
- Proficient with Microsoft Office Suite or related software.
- Bilingual Spanish a plus.

**Other:**

- Physical and Environmental Requirements: While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and sit. The employee is occasionally required to walk and reach with hands and arms, stoop and kneel. The employee must occasionally lift and/or move up to 25 pounds.
- Work environment includes front-office and manufacturing. The noise level in the work environment is usually moderate.

**What we offer:**

- Competitive salary
- Comprehensive benefits package including: medical, dental and vision
- 401K Plan
- Paid time off and holidays

Disclaimer: This job description is not intended to be all-inclusive, and employees will also perform other duties as assigned by management as required.

Company reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

INSTA Graphic Systems is an Equal Opportunity Employer. M/F/D/V