

Temporary Part Time Receptionist

Northwest Tool & Mfg. Co., Inc. is seeking motivated individuals to join our team.

Job Description

- This Receptionist is responsible for greeting customers, communicating over the phone, filing, creating packing slips for shipments and other duties as assigned.

Responsibilities

- Answering phones in a polite and professional manner
- Answering general inquiries and directing phone calls
- Preparing packing slips
- Communicating information with co-workers in an office setting
- Greeting visitors
- Operating office machines such as copiers, shredders, and scanners
- Operating phone system
- Daily filing
- Making copies
- Scanning documents
- Performing other duties as assigned

Requirements

- Must have excellent phone etiquette
- Great work ethic
- Must be punctual
- Basic computer skills
- Ability and willingness to learn
- Organization
- Great verbal and written communication skills
- Previous administrative experience is preferred

Education Requirements

- High School diploma/GED

Other Details

- Part Time; hours 12:30-4:00 Monday-Thursday, 12:30-3:30 Friday.
- Temporary position with opportunity for permanent placement in a similar role.