**SUMMARY**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Receptionist will focus on the front desk and the needs of each customer. Also, the receptionist will be an assistant to the office staff assisting where needed. Must have excellent phone, computer and data entry skills and the ability to communicate and interact effectively both with internal and external customers. This position reports to the Director, Human Resources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Take, pick up and distribute the daily mail. Also, express mail for the entire staff.
* Answer and distribute all incoming calls and phone messages. Good customer service skills.
* Prepare shop orders for production.
* Get acknowledgements and invoices from printer; distribute them in-house or mail to customers.
* Maintain the postage room. Refill postage and supplies as needed.
* Order all office supplies.
* Manage the OTC medicine cabinet in breakroom (order medicines when needed).
* Manage the Visitor Log Book.
* Keep up with the Safety Gear Acknowledgements from the spreadsheet.
* Set up Hapco TV presentations each month and the “All Employee” meetings every quarter using Power Point.
* Any project requests by Human Resources.
* Work effectively with others in a team based environment to accomplish company goals and to identify and resolve problems.
* Ability to multi task and continually prioritize tasks to be completed throughout the day.
* Ability to follow verbal and written instructions with minimal supervision.
* Work on safety projects, such as, checking all fire extinguishers on a monthly basis.
* Must have reliable transportation for business related errands.
* Ability to multi-task and continually prioritize tasks.
* Ability to follow verbal and written instructions with minimal supervision.
* Any employee who does not understand any portion of the job description for this position needs to bring that fact to their manager’s attention so they can provide further work performance or safety instructions, as needed.
* Other duties as assigned: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change, at any time, with or without notice.

**SUPERVISORY RESPONSIBILITIES**

This position does not have supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Skill sets must include strong computer literacy, analytical problem solving, and multi-task oriented skills.

* Solid work ethic and willingness to learn and excel by actions and analytical attributes.
* Strong ability to continually prioritize tasks to be completed throughout the day and over extended time periods.
* Able to function in a high pressure, fast-paced environment to meet deadlines.
* Strong sense of urgency and self-motivated in pursuit of optimal results.
* Use analytical skills to collect and analyze both internal and external data to a productive conclusion.

**EDUCATION AND/OR EXPERIENCE**

High school diploma or general education degree (GED) and a minimum of six months related business experience and/or training or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Must possess the ability to communicate effectively one-on-one or in group situations with customers, industry groups and co-workers; utilizing methods to include, but not limited to verbal presentations or conversations plus telephone and email communications.

**REASONING ABILITY**

Ability to apply common sense understanding while carrying out instructions furnished in written, oral, or diagram form plus the ability to create and interpret documents correctly. Possess the ability to deal with problems involving several variables in various situations.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and sit in the process. The employee is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must be able to occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include peripheral vision, close vision, and ability to adjust focus. Proper lifting techniques required.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an office setting. However, occasionally time will be spent in a manufacturing environment. Mandatory safety protection and caution will be required while in the plant.

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**Employee Signature** **Date**

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Print Employee’s Name

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**Human Resource Supervisor’s Signature Date**

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Print Human Resource Supervisor’s

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**Director-Human Resources & Safety Signature** **Date**

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Print Director’s Name

**Employee has received a copy of this job description.**

**Employee’s Initials \_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_**

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