

**Uncontrolled
If Printed**

**ALEX PRODUCTS, INC.
JOB DESCRIPTION**

JOB TITLE: Receptionist

DEPARTMENT:	Human Resources	DIVISION:	Human Resources
PREPARED BY:	A. Spangler	DATE:	07/01/05
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JOB FUNCTION:

Receives callers at establishment, determines nature of business, and directs callers to destination by performing the following duties. Assists HR staff with basic clerical functions.

ESSENTIAL FUNCTIONS:

- Obtains caller's name and arranges for contact.
- Directs caller to destination and records name, time of call, nature of business, and person called upon.
- Types memos, correspondence, reports, and other documents.
- Maintains visitor sign-in log.
- Makes future appointments and answers inquiries. Accepts resumes and applications deals directly with employment inquiries.
- Collects and distributes mail, messages, and faxes. Date stamps all incoming mail and prepares it for distribution.
- Maintains office equipment and supplies.
- Maintains all employee purchase products (clothing)
- Performs clerical duties as deemed necessary by HR personnel.

OTHER SKILLS AND ABILITIES:

Must provide quality customer service to all visitors or callers to ensure a positive image of Alex Products is portrayed. Must maintain a positive attitude and professional communication skills both in person and over the phone.

EDUCATION and/or EXPERIENCE:

One year certificate from college or technical school; and three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

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MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs and other computer generated data.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are a representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.