



Receptionist

Compensation: Competitive, Based on Experience

Benefits offered: Medical, Dental, Vision, 401K, Vacation/Sick Time, Paid Holidays

Employment: Full- Time (40 hours/week plus frequent opportunity for overtime)

Job brief:

We are looking for a Receptionist to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks. As a Receptionist, you will be the first point of contact for our company. Our Receptionist's duties include offering administrative support across the organization. You will welcome guests and greet people who visit the business. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

Responsibilities:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Qualifications:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school degree

601 N. Hammonds Ferry Road, Suites F-G | Linthicum, MD 21090

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About Advanced Thermal Solutions, LLC:

Serving Washington DC, Northern Virginia, and Maryland, Advanced Thermal Solutions is an HVAC manufacturers' representative committed to providing quality service and innovative solutions to engineers, contractors and owners. Our success is a testament to putting our customers first.

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