



<b>JOB TITLE:</b>	<b>Receptionist / Office Admin</b>
<b>REPORTS TO:</b>	HR Manager
<b>DIRECT REPORTS:</b>	None
<b>OVERVIEW:</b>	<p>The ideal BCM One <b>Receptionist / Office Admin</b> is energetic and resourceful, with excellent organizational and communications skills. They must be able to work independently, think on their feet, be detail-oriented and adapt easily to change. They must feel comfortable interacting with people from all levels within an organization, from the CEO to the Accounting Temp. When acting as receptionist, the “face and voice of the company”, they understand the importance of presenting themselves with the utmost professionalism and courtesy, as-well-as exhibiting excellent telephone etiquette. The position requires an individual with strong interpersonal skills and the ability to effectively manage multiple projects at one time.</p>
<b>RESPONSIBILITIES/DUTIES:</b>	<p><b>Receptionist / Office Admin</b></p> <ul style="list-style-type: none"> <li>• As Receptionist: <ul style="list-style-type: none"> <li>○ Answer all incoming calls</li> <li>○ Welcome Guests</li> <li>○ Maintain order and cleanliness of Reception area</li> <li>○ Manage Welcome screens and all office monitor content</li> </ul> </li> <li>• Water office plants/trees</li> <li>• Maintain office chairs (tighten when loose)</li> <li>• Maintain cleanliness of conference rooms and general Office area</li> <li>• Separate and distribute mail</li> <li>• Scan and file new countersigned orders</li> <li>• Help organize storage/filing closet</li> <li>• Manage Office Supplies and Pantry items</li> <li>• Report and follow-up on all issues with building facilities</li> <li>• Help Finance: <ul style="list-style-type: none"> <li>○ Prep checks for payables</li> <li>○ Organize deposits</li> <li>○ Shred old files</li> <li>○ File invoices</li> </ul> </li> <li>• Provide support to any departments, as needed</li> </ul>

	<p><b>HR</b></p> <ul style="list-style-type: none"><li>• Maintain HR invoice tracker</li><li>• Manage Transit Check order and distribution</li></ul> <p><b>Operations</b></p> <ul style="list-style-type: none"><li>• Process CSR Requests</li><li>• Manage Contracts tasks in IDI (billing system)</li><li>• Manage Auto-renew letter mailing process</li></ul>
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<b>REQUIRED SKILLS:</b>	<ul style="list-style-type: none"><li>• College Degree (completed or pursuing), or equivalent work experience (2+ years)</li><li>• Well-versed in the Microsoft O365 suite of products (proficiency preferred)</li><li>• Excellent communication skills and organizational ability, with keen attention to detail</li></ul>
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