



JOB DESCRIPTION

Position: Receptionist

We are seeking a Receptionist to perform reception and other office functions. The person should have experience in a medium sized company (at least 100 employees).

Essential Job Functions:

- Exercise a pleasant and professional manner, utilizing excellent customer service skills. You will be the first point of contact for visitors and customers.
- Answer all incoming phone calls and route as necessary.
- Maintain office equipment, such as copy and fax machines, to ensure that they are properly loaded with paper and toner and to advise when service is needed.
- Ensure that all documents received are routed to the correct personnel.
- Distribute paychecks and keep records.
- Route and manage all incoming and outgoing mail and packages.
- Ensure that sufficient copies of various forms and the vendor list are available for use at all times.
- File, update, and keep accurate records
- Monitor licenses and permits, ensuring compliance, and keeping track of date when renewals are due.
- Assist other departments on projects on an as needed basis.
- Maintain the supply room to ensure it is properly stocked, placing orders as needed.
- Handle and be responsible for the company asset tag monitoring process.
- Other functions as assigned.

Qualifications and Requirements:

- 2-4 years of receptionist and administrative experience
- Excellent customer service skills
- Fluency in Spanish is highly preferred, but not required.
- Strong organizational skills
- Strong computer skills – MS Office
- Ability to interact with a diverse group of people
- Excellent oral and written communication skills
- Detail oriented and quick learner

California Waste Solutions is an equal opportunity employer. We provide a competitive compensation package consisting of medical, dental, vision, life insurance coverage, and a 401k plan. Compensation will be commensurate with experience and qualifications.