



# Front Desk Reception

## Classification

Non-Exempt

## Reports To

Contoller

## Date of Last Position Description Review

08-30-2018

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## Job Description

### Position Objective

Responsible for receiving visitors, answering and directing phone calls, and providing administrative support to the management team.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Answer multi-line central telephone system and direct calls accordingly.
- Receive visitors and answer questions, in person and by telephone.
- Prepare the office for workers every morning and provide administrative support.
- Operate listed office machines as required.
- Prepare outgoing mail; sort, scan and distribute incoming mail.
- Compose, type and edit correspondence, reports, memoranda and other material.
- Maintain office supply inventory.
- Other duties, as assigned.

### Key Competencies

- Answer inbound calls, holds and transfers on a multi-line phone system.
- Represent the Company professionally in person, over the phone and via printed and electronic communications.
- Provide basic administrative support to management and executive officers.
- Utilize Windows 10, Microsoft Office, Printers, Scanners and other basic office equipment.
- Maintain a safe and clean work environment.



**Supervisory Responsibility**

This position has no supervisory responsibility.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Donning of PPE in production areas is required.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

**Position Type**

Full-Time, Permanent.

**Expected Core Hours/Days of Work**

Expected core hours of work are 8 a.m. to 5 p.m., Monday through Friday. Evening and weekend work may be required as job duties demand.

**Travel**

This position requires up to 15% travel. Frequently, travel is outside the local area and overnight. Some of the travel is international.

**Required Education/Experience**

Requirements may be waived at the discretion of the CEO.

- High School Diploma or General Equivalency Diploma.
- A minimum of two (2) years of successful experience in a busy office environment.
- Understanding of ERP and/or CRM tools.
- Working knowledge of Microsoft Office Suite, with emphasis on Excel, Outlook, PowerPoint and Word.

**Preferred Education/Experience**

- Associate's or Bachelor's degree.
- Relevant industry experience.

**Additional Eligibility Qualifications**

None required for this position.

**Work Authorization/Security Clearance**

Must qualify for EAR, ITAR clearances, and/or be a U.S. person.

**EEO Statement**

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AE Management Co., and Etezazi Industries, Inc., expressly prohibit any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of AE Management Co.'s and Etezazi Industries, Inc.'s, employees to perform their job duties may result in discipline up to and including discharge.

**Other Duties**

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.

**Signatures**

This job description has been approved by all levels of management:

_____ Manager Name (Printed)	_____ Manager Signature	_____ Date
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_____ HR Manager Name (Printed)	_____ HR Manager Signature	_____ Date
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_____ Employee Name (Printed)	_____ Employee Signature	_____ Date
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