

Your Career Starts Here!

Industrial Metal Supply Co. (IMS) is currently searching for a **Receptionist** to join our growing team! The ideal candidate is self-motivated, takes personal pride in their work, and is safety conscious. Potential Team Members must be focused at delivering consistent, high quality services at all times.

As the **Receptionist**, you are responsible for answering incoming calls, routing calls, taking messages, greeting customers and vendors in lobby, sorting mail, preparing outgoing mail, and training relief operating when necessary.

Duties and Responsibilities:

- Ability to organize workload for maximum effectiveness. Ability to take ownership of, and focus on critical initiatives
- Ability to communicate clearly and concisely
- Strong detail orientation and understanding of safe work processes and procedures
- Strong customer, quality and results orientation
- Ability to perform clerical duties such as photocopying, filing, and faxing
- Monitor security video from previous day

Work Environment:

In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job.

- Office is clean, orderly, properly lighted and ventilated
- Noise levels are considered low to moderate
- Frequent sitting for extended periods of time
- Requires alertness, focus, and attention to detail
- Occasional standing and walking

Basic Qualifications:

- Must be 18 years and older
- High School Diploma or GED
- Proven work experience as Receptionist, Front Desk Representative
- Solid written and verbal communication skills
- Excellent organizational skills
- Customer service attitude

Physical Demands:

In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job.

Must be able to see, hear, speak and write clearly in order to communicate with employees and/or other customers; manual dexterity required for occasional reaching and lifting of small objects, and operating office equipment.

Benefits:

Industrial Metal Supply (IMS) provides safe, stable, reliable work environments, competitive pay, excellent Health and Dental benefits, 401K, Vacation and Sick Days.

Successful candidates will be required to pass a post offer, pre-employment drug screen and background check.

CLICK HERE TO APPLY!

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