
TITLE: Receptionist/Office Administrator

DIRECT REPORT: CFO

CLASSIFICATION: Full Time

SALARY & BENEFITS: \$40,000 salary plus benefits

Summary of Responsibilities

We are seeking a talented and enthusiastic Receptionist to join our team. As the first point of contact for our organization, you will play a crucial role in ensuring a positive and professional experience for clients, visitors, and staff.

Essential Functions & Responsibilities

- Open and close the office daily, adhering to established procedures for a smooth start and end to each workday.
- Answer incoming main phone line, becoming the first point of contact for our organization. Accurately transfer calls to the appropriate personnel, ensuring seamless communication.
- Greet visitors in a professional manner and assist as needed.
- Efficiently handle incoming shipments, notifying recipients, and managing the movement of items to designated storage areas as directed.
- Oversee the office, kitchen, and meeting room maintenance, engaging in light cleaning, and ensuring necessary supplies are available.
- Operate office equipment and computer applications to support administrative requests.
- Administer Conference Room Calendar and prepare room for related meetings.
- Assist with document imaging and contribute to maintaining a paperless environment through effective archiving practices.
- Open and scan, distribute mail daily and perform related administrative duties, as needed.
- Data entry across multiple disciplines.
- Special projects as directed by the CFO.

Working Conditions and Benefits

- Pleasant, upscale office in North Indianapolis.
- Hours: Monday-Friday 8am to 5pm.
- Compensation commensurate with skill level, starting at \$40,000 annual salary, non-exempt.
- Benefits include medical, vision, dental, life insurance; SIMPLE IRA; paid holidays and PTO.
- Business casual attire.

Job Qualifications

- Previous experience as an office/administrative assistant or related fields.
- Must be proficient in MS Word, Excel, Outlook & Adobe Acrobat.
- Knowledge of accounting systems a plus.
- Able to support paper to paperless conversion, archiving processes.
- Exemplary phone, verbal, and written communication skills and able to represent the company well.
- Portray a positive, "will do whatever it takes" attitude.
- Superior organizational skills, energetic, self-motivated, proactive planner, with a strong work ethic.
- Demonstrate initiative with an ability to effectively work within a team environment.
- Punctual, dependable, and intelligent individual.

Email Resumes to: kortbuildersresumes@gmail.com