

Administrative Assistant / Receptionist

McClelland Consulting Engineers is seeking to add an administrative assistant to our Fayetteville office. This position is responsible for managing our front desk on a daily basis and to perform a variety of administrative and clerical tasks.

Essential Functions

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

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Prepare daily outgoing mail
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Assist corporate accounting with local deposits and receipt collections
- Prepare package shipments as needed
- Add postage to postage meter
- Prepare purchase orders
- Help with breakroom tidiness

Competencies

- Exceptional customer service skills
- Flexible with the ability to multi-task
- Ability to manage time well and prioritize work
- Skill in completing assignments accurately and with attention to detail
- Ability to lead office staff and motivate employees
- Maintain composure in a busy work environment
- Understanding of office management systems and procedures
- Ability to accurately prepare and maintain records, files, reports and correspondence
- Ability to process and handle confidential information with discretion
- Excellent written and verbal communication skills
- Prior office experience
- Proficient in MS Office Suite, Word, Excel, etc.