



CURRENT OPENING

Receptionist

Location: Vancouver, WA

Posting Date: September 2nd, 2021

Reports to: TBD

FLSA Status: Non-Exempt

Close Date: Open until filled*

Looking for a job with stable hours, great benefits, and long-term security? Join our fantastic team!

We offer a work environment that values safety and team input, and provides opportunities to gain skills and grow your career.

ABOUT THE JOB

The Receptionist is responsible for the professional and efficient managing of visitors, telephone calls, and messages for the Corporate office in Vancouver, WA. In addition, this position performs various office administrative support duties for executives within the corporate office.

ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

- Manages main phone line including forwarding messages to appropriate personnel.
- Welcomes onsite visitors including determining the nature of their business and announcing visitors to the appropriate parties.
- Receives, sorts, and routes mail. Maintains mailroom supplies, stocks corporate stationery, and orders office supplies as needed.
- Maintains mailing lists.
- Prepares and manages all outgoing mail, packages, and correspondence (including USPS, FedEx and UPS).
- Ensures adequate postage in postal meter.
- Acts as troubleshooter for copier and fax machines; maintain adequate stock of toner, ink cartridges, and copy paper in copy rooms.
- Responsible for maintenance of employee kitchen, which includes, but is not limited to, stocking of supplies and maintenance of equipment.
- Performs clerical duties as needed, such as filing and copying.

- Maintains the front desk manual with current information and facility phone lists.
- Prepares bank deposits for the Credit Department.
- Assists Accounts Payable with management of vendor statements and weekly check matching.
- Maintain records/orders for Iron Mountain.
- Manages Conference Room Calendars.
- Serves as a member of the corporate administrative team, providing support to managers at the Corporate office, back-up for other administrative personnel during absences, and assistance with projects or deadlines as requested.

EDUCATION/EXPERIENCE

- Must have strong interpersonal skills and the ability to demonstrate poise and tact in high pressure environment, as well as communicate with individuals at all levels of the organization.
- Must have knowledge of a variety of computer software applications in word processing, spreadsheets, and database software (MS Word, Excel, PowerPoint, Adobe, and MS Outlook).
- Work requires a strong attention to detail.
- Must be able to work in a fast-paced environment with demonstrated ability to organize, prioritize, and juggle multiple tasks and demands.

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

TO APPLY

Sound like the job for you? [Click here](#) to apply online.

Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.

Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.

Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.