

WEHCO VIDEO

RECEPTIONIST/OFFICE ASSISTANT

Job Type: Full Time
Hourly wage: based on experience
Location: Little Rock, AR
Work Schedule: Monday-Friday – 8:00 AM to 5:00 PM
Reports to: Vice President of Administration

The position will work in the WEHCO Video corporate office in Little Rock, AR.

Duties and Responsibilities:

1. Maintain confidentiality at all times.
2. Ensure that desk is manned at all times and phones are answered within 3 rings in a pleasant and efficient manner.
3. Greet and assist visitors to the office in a timely manner.
4. Receive packages at front desk and notify recipient of delivery in a timely manner and prepare outgoing mail/FedEx deliveries.
5. Open, sort and distribute incoming mail;
6. Provide general administrative support as needed such as: pulling reports and distributing, maintain office supplies, schedule conference room, gather data for staff, coordinate meetings and order lunches, maintain kitchen supplies.
7. Maintain several spreadsheets and company inventories
8. Post job openings with recent job descriptions within guidelines of the EEO reporting. Maintain EEO reporting processes.
9. Other duties as assigned by management.

Requirements:

1. Excellent phone Etiquette
2. Hands-on experience with office equipment
3. Minimum two years experience required
4. Professional attitude and appearance
5. Solid written and verbal communication skills
6. Ability to be resourceful and proactive when issues arise
7. Excellent organizational skills
8. Multitasking and time-management skills with the ability to prioritize
9. Well versed in Microsoft Office (i.e. Excel, Word, Outlook)

WEHCO VIDEO IS AN EQUAL OPPORTUNITY EMPLOYER.

WEHCO VIDEO DOES NOT DISCRIMINATE BASED ON RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE OR GENDER. APPLICANTS MAY NOTIFY THE EEOC, FCC, OR OTHER APPROPRIATE AGENCY IF THEY FEEL THEY HAVE BEEN DISCRIMINATED AGAINST.