

Job Title: Receptionist/Office Assistant
Location: Little Rock, AR
Department: Administrative
Reports To: Vice President of Administration
Salary: Hourly – non-exempt position

Job Duties:

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.

Qualifications:

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

Other:

Successful candidate must pass random drug screenings and background check. Smokers need not apply.

Note: This is not an exhaustive list of essential functions and requirements for this position may be supplemented as necessary.

Compensation Benefits

- Supplemental benefits available
- Medical Insurance offered
- Paid Sick and Vacation
- One week of Vacation after initial 6 months
- Paid Holidays
- Life and disability coverage

- 401K Matching Contribution
- Profit Sharing
- Paid Parking

Qualified Applicants can apply by any of the following options:

- Apply online at: <https://jobs.wehco.com/application/cable/>
- Email resume to: cdial@wehco.com
- Mail resume to: WEHCO Video, Inc., Attn: VP of Administration, P.O. Box 2221, Little Rock, AR 72203

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