



Receptionist

Reports to: AVP - Human Resources

Job Overview: The Receptionist will: answer phones and transfer calls to appropriate individuals or departments; manage office supplies, office equipment, and vehicle inventories; provide administrative support to Human Resources and other departments; report safety issue and complaint calls in a timely manner; greet guests and employees in a polite and friendly manner; and complete other duties as assigned.

Responsibilities and Duties:

- Answer phones in a polite, professional manner, and transfer calls to the appropriate individuals.
- Politely greet guests who may come to the corporate office and assist them in a friendly, professional manner.
- Daily mail pick-up at post office
- Assist Human Resources and various departments with miscellaneous administrative functions including, but not limited to, copying, filing, collating, typing, and organizing.
- Keep the lobby and main entrance neat, clean, and welcoming.
- Manage office machine inventory.
- Manage office supply inventory, issue and order supplies as necessary.
- Update company phone list as needed.
- Manage coordination and reservation of company's vehicle fleet.

- Assist leadership with special projects upon request.
- Monitor media reporting (news clips) to company president upon request by Director of Employee Relations
- Report calls in a timely manner relating to safety issues or complaints to the proper individuals and departments.
- Prioritize and resolve unforeseen situations, notifying appropriate party when necessary.
- Other duties as assigned and required.
- Maintain confidentiality.

Qualifications

- Polite, professional, and inviting personality
- Positive attitude
- Basic proficiency of Microsoft Office Suite programs (Outlook, Word, Excel)
- Effective and professional verbal and written communication skills.
- Ability to work around loud machines and equipment.
- Ability to work alone or in mixed groups.
- Must be able to lift 20 pounds.
- Ability to bend, stand, kneel, or sit for long periods of time.
- Must be at least 18 years of age.
- Working hours are typically Monday-Friday 8:30 a.m. to 5:00 p.m.
- Valid driver's license
- Operational vehicle to commute to and from work.
- Exposure to chemicals, noise, dust, and heights

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