



Receptionist

Komar Industries, Inc. is an American-owned manufacturing company established in 1977. We provide various waste solutions all over the world, direct to the customer; from simple compaction equipment to multi-million dollar, high-tech waste processing systems.

With 160 U.S. and Foreign Patents, companies are turning to Komar because our unique volume reduction equipment provides a rapid ROI by reducing transportation, energy, maintenance and labor costs while minimizing an organization's waste stream and carbon footprint. Komar provides processing systems to handle cardboard, wood, and metal as well as engineered systems to handle various types of waste.

We are looking for a Receptionist to join our team and help with our continual growth!

Essential Duties

- Answer phones, screen calls, and route calls to the appropriate person.
- Direct sales calls to the proper sales representative.
- Keep lobby area tidy, including watering plants and ensuring reading material and displays are up-to-date.
- Greet visitors and display hospitality to guests; create welcome signs as needed.
- Process UPS and FedEx shipments and coordinate express mail pickup and delivery.
- Retrieve, sort and distribute mail to employees.
- Organize, collate, and assemble equipment manuals as requested.
- Personalize weekly time cards and keep employee list updated.
- Occasionally schedule appointments for employees, pick up lunch and meeting supplies.
- Other duties and projects as necessary.

Requirements

- Associates Degree or 1-2 years' experience as a receptionist
- Experience with answering phones and customer service
- Proficient in English and in MS Office
- Intermediate knowledge of Word, Excel and Outlook, including the ability to create pivot tables, create editable forms in Word, know what a macro is and when to use them, a plus.
- Knowledgeable of telephone etiquette
- High degree of accuracy and attention to detail
- Strong communication, customer service and organizational skills

Komar offers a comprehensive compensation and benefits package that includes:

- Competitive hourly wage
- PTO and paid holidays
- Medical, Dental, Prescription and Vision coverage
- 401(k) program with company match

- Life insurance
- Optional supplemental insurance

This is a full-time position from Monday – Friday from 8:00 a.m. to 5:00 p.m. Apply today!

**Komar is an Equal Opportunity Employer
Minority/Female/Disability/Veteran/Current Unemployment Status**

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.