



RECEPTIONIST/ADMINISTRATIVE ASSISTANT

RESPONSIBLE TO: Central Services Manager

POSITION PURPOSE: The Receptionist/Administrative Assistant will be responsible for greeting all visitors, providing administrative and Human Resources support.

ACCOUNTABILITIES: Organize and prepare all scheduling for client meetings/lunches, maintain records within the organization and provide general clerical support.

ESSENTIAL FUNCTIONS:

- Greet all visitors upon arrival
- Receive and route inbound calls in a professional and friendly manner
- Provide administrative support for calendars, travel and miscellaneous items
- Support customers with product returns
- Distribute mail
- Assist Executive's with expense reports
- Assist with trade show organization and preparation
- Plan lunches, organize conference rooms for guests
- Provide travel planning assistance for C-Level and directors
- Organize and prepare presentations for monthly Town Hall meetings
- Organize and prepare monthly employee recognition luncheons
- Prepare new hire and promotional announcements
- Provide assistance to sales support team as needed
- Plan and organize semiannual team building events
- Organize and prepare external and internal meetings

QUALIFICATIONS

Education/Experience:

The minimum educational requirement for this position is a high school diploma. The position also requires 2-3 years of experience in reception/admin/clerical.

Technical Requirements:

Computer Skills – Intermediate level skill in Microsoft Office (Outlook, PowerPoint, Excel)

Math - Possess sufficient ability to calculate productivity and efficiency.

To apply, please enter Receptionist/Administrative Assistant in the subject line and email your resume to hr@icemobility.com