

Job Description

Position	Office Receptionist
Department	Administrative
Report To	Director of Operations & Personnel
Description	

Provides administrative support functions related to the activities and operations of Patriots A1 Research & Drafting Company LLC. Provides professionalism since this position is usually the first point of contact for office visitors and telephone calls.

Essential Duties and Functions

- Receive or greet any visitors and clients
- Answer telephone calls, screens and routes telephone calls, and responds to inquiries from the public, vendors, contractors/subcontractors by referring calls to appropriate personnel.
- Inventories and orders company office and kitchen supplies.
- Operates a variety of standard office equipment including fax machine, scanner, copier, computer, telephone, and communications equipment.
- Book appointments with document technicians, making sure their calendar is open for consultations.
- Handle cashier duties
- Possibly schedule travel for document research or notary technicians
- Aids in the planning and implementation of company events.
- Performs typing, mailing, faxing, FedExing or UPS, scanning or photocopying various correspondence or materials if necessary.