

*Turbo Drill Industries is a leading manufacturer and supplier of high-performance drilling products and services supporting operations throughout North America. We are driven by our customer's needs and are continuously developing and improving drilling products that exceed industry expectations.*

### **Receptionist/Administrative Assistant**

The Receptionist/Administrative Assistant will demonstrate attention to detail, identify and resolve problems in a timely manner, gather and analyze information.

#### **Essential Duties and Responsibilities**

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.
- Maintains office, cleaning and kitchen supplies by checking inventory, keeping inventory supplies organized and restocked and ordering supplies as needed.
- Checks in incoming mail and distributes accordingly; Processes outgoing mail, as needed.
- Log expense receipts and invoices for executives and match up to invoices.
- Scanning, filing and shredding for various departments, as needed.
- Other duties to be determined and assigned

#### **Qualifications and Requirements**

- Minimum of 3 years of experience, or an equivalent combination of position-related education.
- Minimum of High School Diploma or GED
- Excellent Computer knowledge & abilities (Windows, email, internet, etc.)
- Proficient in MS Word; MS Excel; MS Power Point; MS Outlook
- Professional communication skills (written communications requiring proficient grammar skills; interact with customers, visitors, co-workers on a regular basis; use of telephones, public address system; etc.).
- Proficient in professional writing, reading, spelling skills.
- Must be reliable and dependable.
- Must be able to work independently and with a team.

***Turbo Drill Industries, Inc. is an Equal Opportunity Employer***