JOB DESCRIPTION

POSITION       Office Receptionist
DEPARTMENT     Administrative
REPORT TO      Financial Officer

GENERAL SUMMARY

Provides administrative support functions related to the activities and operations of Integrated Security Solutions, Inc. Provides office professionalism; realizing this position is usually the first point of contact for office visitors and telephone calls.

ESSENTIAL DUTIES AND FUNCTIONS

- Performs a variety of secretarial duties in support of the administrative activities, operations and staff.

- Performs typing, mailing, faxing, Fed-exing, scanning or photocopying various correspondence or materials as assigned.

- Screens and routes telephone calls and responds to inquiries from the public, vendors, contractors/subcontractors by referring calls to appropriate personnel.

- Assembles and distributes a variety of documents, manuals and materials.

- Establishes and maintains a wide variety of records and files related to company operations and activities.

- Inventories and orders company office and kitchen supplies. Assures office and office kitchen areas are neat and orderly when guests are visiting the company.

- Operates a variety of standard office equipment including fax machine, scanner, copier, computer, telephone, scale, and communications equipment.

- Other duties could include reviewing of employee travel and expense claims, making travel arrangements, data entry and company correspondence.

- Maintains travel itineraries and company calendar. Updates daily/weekly as required.

- Aids in the planning and implementation of company events.

- Performs other duties as assigned.
QUALIFICATION REQUIREMENTS

To perform this job successfully; the employee must be able to perform each essential duty satisfactorily. Employee must have a proficient knowledge of Quick Books and knowledge in basic bookkeeping, office procedures and equipment. This position requires periodic drug testing, a valid driver’s license, Background Check and ability to obtain a U.S. Government Security Clearance.

EDUCATION AND/OR EXPERIENCE

A high school diploma is required and one year of related office experience.

SUPERVISION

Position reports directly to the Financial Officer and is under his/her supervision.

LANGUAGE SKILLS

Communicate effectively in both oral and written communication. Exhibits a high level of expertise and professionalism. Follows through on communications made to customers, vendors and other staff. Works as part of a team by contributing to company goals.

REASONING ABILITY

Ability to define problems, collect data and resolve issues. Must be customer orientated and have superior organizational skills and accuracy. Excellent problem solving and people skills required. Directs unusual or complex problems encountered to the Financial Officer for input and/or direction.

PHYSICAL DEMAND

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. The ability to lift up to 25 pounds is required.

WORK ENVIRONMENT

While performing the duties of this position, the employee regularly works in an office environment. There is low to moderate noise in the work environment.