



**POSITION GUIDELINE**

POSITION: Receptionist

DEPARTMENT: Accounting

REPORTS TO: VP of Finance

DATE PREPARED: June 21, 2006

**BRIEF DESCRIPTION OF RESPONSIBILITIES**

- Ensure all work is performed in accordance with Company safety guidelines, safe work practices and job procedures.
- Responsible to greet all walk-in and telephone traffic and direct to proper department or personnel.
- Responsible to maintain supply of personnel forms (i.e. group insurance, holiday requests, etc.)
- Responsible to open all mail and direct to proper department.
- Responsible to arrange for delivery / pickup (courier) of information and packages as required.
- Record incoming payments and prepare bank deposits.
- Responsible for the allocation and tracking via usage logs of telephone equipment (i.e. cell phones, chargers, etc.)
- Ensure adequate levels of office and administrative supplies and prepare requisitions for same as needed.
- Responsible to input and ensure accuracy and completeness of time card entry on a daily basis.
- Responsible for data entry to project files as directed, (i.e. packing slips and quality assurance inspections).
- Provide clerical support in the form of typing and photocopying as required by all departments.
- Maintain accounting and general administrative filing as directed by Controller and Office Manager.
- Prepare and ensure that outgoing mail is handled in an appropriate manner, (i.e. correct postage, correct method of delivery, timely deposit in mail facilities, etc.) on a daily basis.
- Responsible to provide engineering copy services for customers and prepare billing as required.
- Maintain appropriate confidentiality of Company, employee, customer and supplier information.

*We will provide the resources and the framework for our employees to do whatever it takes to get the job done. Each employee is expected to act within the scope of this guideline but also be flexible in the performance of his or her duties in the JNE environment.*

**DESIRED QUALIFICATIONS**

- Successful completion of a secretarial or administrative program or equivalent experience
- Demonstrated ability to successfully multitask in a busy environment
- Good operating knowledge of Microsoft Office
- Typing speed – 50 WPM accurately
- Excellent interpersonal and communication skills (both written and verbal)

EMPLOYEE ACKNOWLEDGEMENT:

DATE:

APPROVED BY:

DATE: