

Extraordinary people. Exciting possibilities. Your success is what's next at Scott Group Studio. In our highly competitive world there's one thing that sets a company apart – its talent. At Scott Group Studio our employees bring their expertise, enthusiasm, and creativity to work every day. We're committed to making Scott Group Studio a great place to work. A place you can be proud to be a part of, where your talents are embraced and your efforts are encouraged and supported. If you are a person that "puts people first", "see it and solves it", "does the right thing" and "pursues excellence", discover how you can be a part of what's next.

The Receptionist requires an energetic, service oriented individual responsible for providing superior customer service by acting as the first point of contact for all visitors to the facility. The Receptionist will be responsible for answering incoming calls, directing calls to the appropriate persons and mail distribution. The Receptionist also supports multiple departments by providing general office/clerical support. This role requires a strong work ethic, good time management skills, and communication skills in accordance with the core values of Scott Group Studio.

#### DUTIES

- Welcoming visitors and answering calls; ensuring that the reception / lobby area is presentable
- Accounting and Human Resources department filings
- Shipping confirmation emails to customer per specific guidelines
- Sort/Distribute mail
- Employee kitchen duties include end of day procedure to maintain clean environment
- Order office supplies weekly and put away upon receipt
- Update and distribute phone, sales representative and design team list
- Provide event back up as needed

#### ABILITIES

- High School diploma required; Associates degree in business or related field preferred with at least one year of experience in an office environment
- Excellent interpersonal phone and customer service skills; communicate clearly in English utilizing good grammar and professional language
- Solid working knowledge of Microsoft Outlook and Excel; proficient and accurate typing
- Able to multi-task in a fast paced environment
- Display dependability, reliability, and a strong work ethic
- Able to learn and understand proprietary operating system
- Must be able to lift and carry boxes up to 30 pounds

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.