

RECEPTIONIST

QTEC Aerospace is seeking a Receptionist to join our growing team of professionals in Huntsville, AL. The qualified applicant will become part of a team of professionals in support of the Business Office. The successful candidate will be detail oriented, have a proven track record and a positive work ethic.

Job Summary

The successful candidate will be a part of, and function as, an integral member of the QTEC Aerospace Business Office. The Receptionist often presents the first impression of the organization to clients and customers, both in person and over the phone.

Job Duties/Responsibilities

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries
- Supports meetings – manages calendars, greets/sign-in visitors/customers, sets up the conference room, takes notes/minutes, etc. as defined by management personnel; subsequent to the visit, ensures area is ready for meeting
- Directs visitors by maintaining employee directory and giving instructions
- Maintains security by following procedures; monitoring logbook; issuing visitor badges
- Maintains safe and clean reception area by complying with procedures, rules, and regulations
- Generates forms as needed in accordance with Purchasing Procedure
- Maintains/orders office supplies, keeping supply room neat and orderly
- Receives, sorts and distributes daily mail/deliveries
- Arranges travel and accommodations, and prepares expense reports
- Performs other clerical receptionist duties such as filing, photocopying and faxing

Minimum Education and Experience

- High school degree, or equivalent
- Proven work experience as a receptionist, front office representative or similar role
- 5 years relevant experience

Required Knowledge, Skills and Abilities

- Multitasking, time-management skills, with the ability to prioritize tasks
- Customer service attitude
- Excellent organizational skills
- Ability to be resourceful and proactive when issues arise
- Solid written and verbal communication skills
- Professional attitude and appearance with a pleasant personality as this is a customer service role
- Familiarity with Microsoft Office Suite



PR018-029

Location

Huntsville, AL

Qualified candidates should send Application for Employment and resume to careers@qtecinc.com.

It is the policy of QTEC, Inc. not to discriminate on the basis of gender, age, race, religion, disability, veteran status or any protected statuses and to take affirmative action to employ and advance in employment qualified individuals within the company.

QTEC, Inc. is an Equal Opportunity Employer.

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