



# Block Iron & Supply Company Inc.

● Oshkosh

● Madison

● Milwaukee

● Wausau

## RECEPTIONIST – OSHKOSH, WI

Position: Full-Time, Monday – Friday, 8:00 AM to 5:00 PM

Required Education: HS Diploma and/or GED Equivalent

Benefits: Health Insurance, Dental Insurance, Life Insurance, 401k Plan

### Duties & Responsibilities

- Serve as first point of contact for all incoming calls and visitors
- Mail invoices, statements and checks
- Complete and attach packing slips
- File paperwork
- Maintain daily log of employee whereabouts (sick, jobsite, vacation, meeting, etc.)
- Assist walk in traffic (reps and job applicants)
- Additional duties as assigned by supervisor

### Qualifications

- High School Diploma or GED required
- 1-3 years of experience in a similar position preferred
- Must pass pre-employment drug screen

### Knowledge, Skills and Abilities

- Excellent customer service skills
- Ability to multi-task
- Understanding of basic computer functions
- Excellent verbal and written communication skills required