**Administrative Assistant /Receptionist**

Looking for an Enthusiastic, Friendly, Multi-Tasking and Customer Service Oriented person with Excellent Phone Skills to be the Inviting First Impression of our High-Growth Company. Basic computer skills required.

Individual’s Duties Will Include:

* Answering Multi Line Phone
* Greet Visitors and Extend Hospitality
* Ordering Food for Lunch Meetings. This may include set up as well as clean up
* Distribute Mail
* Organize afternoon meeting
* Fill and help to maintain the coffee machines in the lab and office areas
* Order supplies for kitchen, supply closet, snack drawers, coffee machines
* Set up conference rooms for customer/vendor visits
* Monitor conference rooms and usage
* Tidy reception area, kitchen, conference room throughout the day.
* Other duties assigned on a frequent basis:
	+ Travel reservations
	+ Trade show sign up for
	+ Help scan/copy/send miscellaneous documents etc
	+ Maintain internal documents i.e employee directory, birthday/hire list
	+ Update and maintain documents on the Internal Imbibe Webpage
* Other duties assigned on an infrequent basis
	+ Clean fridges/freezers every three weeks
	+ Logging and distributing incoming packages.
	+ Put up closure signs and change company voicemail when there are closures/holidays.

Individual must be punctual come rain or shine. We are looking for a Team Player!

Receptionist and General Office experience is required.

This is a fulltime position for the hours of 8:00am – 5:30pm, Monday – Friday

This is a salary and Full Benefit position.

PLEASE NO CALLS – EMAIL RESUME and COVER LETTER to scohen@htc.edu

Job Type: Full-time

Job Location: Niles, IL.