



Job Posting Receptionist

Department: Customer Service
Job Title: Receptionist
Reports to: Customer Service Manager
FLSA Status: Non-Exempt
Location: Charleroi, PA

COMPANY PROFILE

DMI Companies, founded in 1978, is a leading manufacturer of HVAC accessories supplying the commercial, industrial and residential HVAC markets through a vast network of domestic and international distributors. DMI has national standing as an industry leading innovator that possesses integrity and leadership skills which are testaments to the quality manufacturing and operating procedures engaged by DMI Companies. DMI is building a better world for ourselves and our children by providing a sustainable environment through our products, operations and personal conduct.

OVERVIEW

Provide general office support with a variety of clerical activities and related tasks. The receptionist will be primarily responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, requisition of supplies as well as additional clerical and customer service duties.

ESSENTIAL FUNCTIONS

- Answers telephones and directs the caller to the appropriate associate
- Greet and direct visitors to the company
- Will take and retrieve messages for various personnel as needed
- Provides callers with information such as company address, directions to the company location, company fax numbers, company website, and other related information
- Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Assists in the ordering, receiving, stocking and distribution of office supplies
- May also assist with other related clerical duties such as photocopying, mass mailings, etc.
- Organize and maintain file systems
- Compose routine correspondence
- Assist Customer Service with customer inquiries such as tracking information,
- Acknowledgement reprints, etc.

EXPERIENCE & COMPETENCIES

- Candidate must have at least 6 months of related support experience with proficient skills in Microsoft applications desired
- Possession of strong organizational skills
- Excellent verbal and written communication skills

- Possess exceptional interpersonal communication skills
- Ability to work independently on assigned tasks as well as to accept direction on given assignments
- Able to work collectively with the administrative team associates
- Individual must conduct self and business in professional manner; exercise discretion; maintain confidentiality; be proactive; have the ability to prioritize/reprioritize tasks; be self-motivated; take initiative; be a forward thinker

EDUCATION

- High School diploma or equivalent required

How to Apply: email resume and salary requirements to careers@dmicompanies.com