

**JOB TITLE:** Receptionist  
**DEPARTMENT:** Customer Support  
**REPORTS TO:** Customer Support Manager  
**LOCATION:** Rush, NY

**Responsibilities**

- Greet and direct visitors, salespeople and/or customers to the appropriate locations and/or personnel.
- Answer and direct incoming phone calls to appropriate personnel.
- Become knowledgeable of company's personnel, products, guidelines and regulations.
- Perform other related clerical work such as typing, filing, data entry, sorting and distributing mail.

**Qualifications:**

- High school diploma or equivalent
- 1 year of related experience
- Computer skills - Microsoft Office
- Great interpersonal and communication skills.