



Administrative Assistant / Receptionist

Job Title:

Administrative Assistant / Receptionist (non-exempt)

Company:

GSI International Inc. is a precision machine shop dedicated to quality and to our employees. GSI International Inc., was established in 2000 and is located near I-10 and Chandler Blvd. We are an ISO 9001-2008 registered company.

Position Description:

Performs administrative and office support activities for multiple supervisors. Duties may include answering telephone calls, receiving and directing visitors, word processing, creating spreadsheets, filing, and faxing. Extensive software skills are required, as well as Internet research abilities and strong communication skills.

Job Duties:

- Handle incoming calls, take messages and route calls as required
- Greet visitors
- Maintain office files
- Handle incoming mail, fax, packages, etc.
- Handle outgoing mail, fax, packages, etc.
- Take minutes at meetings
- Distribute minutes
- Make customer calls, call backs and track responses
- Make vendor calls, call backs and track responses
- General office work including but not limited to, copying files, processing documents, researching products and services, ordering office supplies and other products
- Perform other related duties as required

Skills:

- Excellent interpersonal skills
- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Attention to detail and high level of accuracy
- Effective organizational skills
- Time management skills
- Computer Skills including the ability to operate spreadsheet and word-processing programs

Position Requirements:

All qualified candidates must have a high school diploma or GED. Have reliable transportation, ability to work 8am-5pm work shift M-F w/ a 45min lunch, ability to read and write English with proficiency and pass a background check and a drug test.

The ideal candidate will have skills including process improvement, verbal communication, inventory control, attention to detail and a “safety first” mentality.

The ideal candidate will work well in a team environment and keeps up a clean appearance/work station.

Benefits & Compensation:

- Competitive wages starting at \$12/hour.
- Health/dental/vision insurance.
- Paid Time Off
- A management team and an environment committed to employee success!