

**Link-Systems International, Inc.**  
**Job Description**

**Position Description:**

<u>Title:</u>	RECEPTIONIST/ EXECUTIVE ASSISTANT	<u>Salary:</u>	\$16.50/hour
<u>Travel:</u>	None	<u>Start Date:</u>	immediately
<u>Reports to:</u>	President	<u>Status:</u>	Full-time/exempt

Daily Responsibilities:

The responsibilities of this job include the overseeing of LSI's office and administrative functions. Specific job requirements include:

PRIMARY RESPONSIBILITIES

- Answer telephones in a timely and courteous manner
- Ensure phone calls are redirected accordingly
- Greet guests in a professional, friendly, hospitable manner
- Assist with mailings and distributions
- Maintain customer files
- Type memos, correspondence, reports, and other documents
- Assembling sales kits and presentation binders
- Perform additional clerical/office duties as assigned

QUALIFICATIONS AND EXPERIENCE

- 5+ years receptionist/administrative experience;
- Knowledge of Word, Excel, PowerPoint, and Outlook;
- Excellent communication skills and phone etiquette with a client focus;
- Strong interpersonal skills;
- Ability to multi-task, be very organized, and work independently, all in a quick-paced environment;
- Must be reliable, with a professional appearance and positive attitude;
- Proven track record of decision-making ability;
- Ability to work overtime as needed (evenings, weekends, and holidays).