

Full Time Receptionist Position (Astoria, OR)

Are you AWESOME, LOYAL, and COMMITTED? Englund Marine, a leader in the Marine and Fishing industry, is looking for an experienced Receptionist for our Astoria, OR location. If you are an upbeat individual who likes working with the public and being a part of a growing company where your efforts can make a difference, then this is the job for you!

The ideal candidate is a hard-working team player who has a dependable, cheerful, positive personality and who wants to be an active driver of the success of the company where they work!

Summary: Provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, and flow of correspondence as well as additional clerical duties.

Duties include but are not limited to:

- Answer multi-line phone system and coordinate in-bound calls
- Take and relay messages
- Provide information to callers
- Greet and direct customers to correct destination
- Update and maintain shared appointment calendar
- Distribute incoming mail and faxes to the appropriate person
- Code and upload AP invoices into our paperless system
- Create and distribute signage using a template
- Responsible for documenting and preparing minutes for safety our safety committee
- Send out web tracking information to customers as well as setup web on the fly accounts

Skills Required:

- Strong phone skills; working with a multi-line phone system a must
- Strong ability to multiple tasks
- Posses excellent attention to detail
- Outstanding customer service skills
- Standard office equipment knowledge
- Knowledge of Microsoft office
- Experience or knowledge of boating / marine a plus

Time Requirements:

- Job is Monday through Friday, with occasional weekend coverage
- Base hours are 8:30am through 5:30pm
- Longer hours are sometimes required during busy times or special events

Wage DOE; starting at \$19.00 an hour

Our excellent benefits include Profit Sharing, 401K, Personal Time Off, Health, Dental, Vision, and Life Insurance.

If you feel you would be a good fit and you meet all of the above qualifications, please visit our website at <https://www.englundmarine.com/pages/employment.html> to download an application and send application and/or resume to hr@englundmarine.com