

Front Desk Administrator/Receptionist

Summary of Responsibilities: Responsible for collecting, organizing and distributing information related to quality and process improvement including compliance to and documentation of quality management standards.

Essential Job Tasks:

- Greet Visitors; ensure compliance of confidentiality and non-disclosure statement by having visitors and guests sign statement and visitor log book.
- Manage distribution of incoming calls as "operator" for those requiring assistance. Report difficulties and adjust messages appropriately.
- Manage the front lobby entry access for visitors.
- Accept mail and notify reception back-up for distribution to mailboxes.

Other Tasks:

- Assist with mass mailings, stuffing envelopes, placing pre-printed mailing labels on fliers, applying postage, and data entry.
- Monitor postage machine usage and record postage readings daily.
- Update Employee Extension list and Company Members' address list.
- Notify, via email, all AQS staff when visitors are scheduled.
- Maintain conference room meeting schedules, via Microsoft scheduler.
- Maintain receptionist backup calendar so that lunchtime and breaks are adequately covered by backup.
- Perform other duties as assigned by Manager.

Required Knowledge, Skills and Abilities:

- Experienced in Receptionist duties
- Experienced in use of Multi-line telephone system (and with multi-organization users preferred)
- Computer savvy
- College degreed
- Team player and self-directed in performing daily duties

UL AQS is an Equal Opportunity Employer and encourages qualified minorities, women, people with disabilities and military veterans to apply. UL AQS operates in a non-smoking environment and provides a competitive compensation package that includes medical, dental, life and income-protection insurance, 401(k), paid vacation and holidays.

Interested? Email your resume to: jobs@aq.com

CONTACT US:

Air Quality Sciences, Inc.
2211 Newmarket Parkway, Suite 106
Marietta, GA 30067

770-933-0638, ext. 6093
Fax: 770-933-9565
Ref: EEA_2010
E-mail: jobs@aq.com

UL Air Quality Sciences, Inc. (UL AQS) is a full-service indoor air quality (IAQ) firm providing services to create and maintain healthy indoor environments. UL AQS is recognized worldwide as an expert in indoor air quality, toxic emissions from indoor products and mold exposure in buildings. UL AQS offers services including building consulting, mold remediation oversight, chemical and microbial analysis of indoor contaminants, environmental chamber product emissions testing and certification testing for the GREENGUARD Certification Program™. UL AQS is ISO 9002 registered and AIHA accredited under the Environmental Microbiology Laboratory Accreditation Program (EMLAP). We are growing in a dynamic and environmentally friendly market.