

# Receptionist

East Coast Lumber- East Hampstead, NH

[APPLY ONLINE](#)

Come join our team! East Coast Lumber is seeking a **Receptionist** for a Full-time position.

**About Us:** East Coast Lumber is a full-service professional lumber yard and building supply company located in East Hampstead, NH that has been family owned and operated since 1976. By supplying local builders, remodelers, and homeowners with all their building needs, we have become a preferred supplier of lumber and building materials, kitchen & bath products, builder's hardware, millwork, and equipment sales, rentals, and service.

## General Requirements:

- Knowledge of basic office functions. Will train a qualified person.
- Knowledge of Excel and Word software is a plus.
- Demonstrated ability to communicate in a professional manner with other employees and management in a constructive and non-combative manner.
- Has the ability to listen and understand instructions and work independently and with others to complete tasks.
- Must be a team player willing to assist in any department job or task.
- The ability to multitask while paying close attention to detail is required.
- Must be dependable and willing to work overtime as needed.

## Receptionist Responsibilities:

- The priority is to answer incoming phone calls in a pleasant, welcoming, and professional manner. Forward calls to departments or voice mail. Page when necessary and if requested.
- Greet customers, perform account inquiries, and provide general assistance. Greet vendors and employees and help them to get to the proper person or department. Keep work areas clean.
- Order office supplies and maintain the supply room, including paper, toner, business cards, POS invoices and contracts.
- Order kitchen supplies and maintain the break room, including coffee, plates, cups, utensils, paper towels, etc.
- Operate and maintain postage machine.
- Maintain copier and printers in the computer room while supplying paper, toner, and printer ribbons.
- Scan documents and maintain files.
- Process and reconcile cash receipts from prior day. Document over-shorts.
- Deposit cash and pick up mail at the post office and distribute in the office.
- Basic journal entries.
- Purchase 1<sup>st</sup> aid medical supplies
- Assist with posting checks to customer accounts and accounts receivable functions.
- Process priority cash club coupon applications.
- Prepare and maintain various Excel spreadsheets and other reports.

## Benefits for Full-Time Positions Include:

- Competitive Pay based on experience and performance.
- Paid vacation, personal time, and holiday pay
- Health, Dental, Vision, and Disability Insurance
- Health Saving Account (HSA)
- Company Paid Life Insurance
- 401k Profit Sharing Plan with Employer Match
- Employee Discounts
- Industry training and Opportunities for advancement