

RECEPTIONIST / COUNTER SALES

YAKIMA OFFICE



Employment Type

Full-Time

Immediate opening available.

Benefits Offered

Medical, Dental, 401K

Competitive Pay

Job Description

Are you a dynamic personality with customer service skills in spades? We're looking for the right Receptionist and Counter Sales pro to be our first impression for visitors, vendors, and the glue for our Yakima team. This position works closely with the Branch Manager and Project Managers; therefore, they must be available to work an 8:00 am to 4:30 pm schedule, Monday through Friday. Punctuality and attendance are a must!

The ideal candidate is professional, organized, and detailed orientated with an emphasis on quality of work. The ideal candidate also has excellent customer service skills and can handle high volume work.

Responsibilities:

- Receive Visitors
 - Greet & determine needs in a professional manner
- Phones
 - Answer and address incoming calls in a timely manner
 - Clearly determine the purpose of the call; screen solicited calls
 - Route calls to appropriate personnel
 - Take & deliver messages accurately and completely
- Mail / Deliveries
 - Sort and distribute incoming mail / deliveries
 - Direct deliveries drivers to correct unloading bay

NOW HIRING

- Clerical
 - Copy & collate documents
 - File sales tickets daily
 - Print quotes and fax them to customers
 - Monitor and distribute faxes to the appropriate personnel
 - Maintain office equipment and report any malfunctions
 - Procurement
 - Internal Office Supplies
 - Project Supplies
 - Maintain copy room cleanliness
- Organize Meetings
 - Maintain conference room appearance
 - Set up meeting room with supplies
 - Organize catering when applicable
- Reception Area
 - Maintain reception area cleanliness
 - Maintain a clean and organized desk
- Company Representation
 - Maintain confidentiality and show discretion
 - Adhere to company policies and procedures
 - Represent Wilbert Precast, Inc. in an ethical and professional manner
 - Maintain a complete knowledge of organizational structure, personnel names, and titles
 - Remain calm under pressure
- Communication Skills
 - Write well using correct grammar and spelling
 - Communicate verbally with confidence and clarity
 - Ask effective questions
 - Listen actively and respond with empathy
 - Follow instructions properly
 - Understand and respond to non-verbal signals
- Maintain a clean office and restrooms

Qualifications:

- 1–2 years' experience in Office Management
- Strong customer service background
- Proficiency in Microsoft & Google programs

NOW HIRING

- Spanish bilingual helpful, but not required

Key Competencies:

- organizing and prioritizing
- attention to detail and accuracy
- confidentiality
- judgment
- communication skills
- information management skills
- problem-solving skills
- team work
- ability to meet deadlines

About Wilbert Precast, Inc.

Wilbert Precast, provides a wide variety of precast concrete products to the Northwest through our premier manufacturing facilities in Spokane, Yakima, and Lewiston. Wilbert Precast is certified by PCI and NPCA. As a leader of new technologies, we have the ability to meet our customer's project demands and serve our customers one quality product at a time. As a company we believe that if we unify our strengths and weaknesses, intentionally challenge what's normal in our efforts to grow, and confront every roadblock together as a team we will create the best solution for every customer using quality materials backed by quality people.

How to Apply

To apply submit a resume to Lori Ott at lott@wilbertprecast.com