POSITION OPENING
Ash Grove Cement Company – MONTANA CITY

Job Title: TEMPORARY Receptionist / Administrative Assistant

Apply at: email resume and availability
Contact: Joni Johnson
Email: joni.johnson@ashgrove.com
Closing Date: as soon as possible / Screening as resumes come in

Temporary Receptionist needed as soon as possible
Position could lead to a future part-time or full-time position

SUMMARY
Serves as receptionist and assists as needed in performing general office duties.

SUPERVISION RECEIVED
Works from general supervision on routine duties with standard policies and procedures. Refers problems and questions to supervisor.

PRIMARY DUTIES & RESPONSIBILITIES

- Serves as receptionist and ensures that incoming contractors and vendors sign-in and have been cleared by safety manager to work on-site.

- Assists employees and other persons coming into the office by answering questions or helping them to find the appropriate resource.

  - Assists with administrative functions as ability and training opportunities permit.

REQUIRED MINIMUM KNOWLEDGE, SKILLS & ABILITIES

Ability to respectfully resolve issues with employees and customers. Knowledge of general office practices and procedures. Knowledge of grammar, spelling and punctuation. Ability to effectively communicate both verbally and in writing. Knowledge of operations and maintenance of general office equipment such as printers, copy/scan/fax machine, and postage machine. Ability to pay close attention to detail with minimal errors.