

ROCKFORD CORPORATION

Rockford Corporation, a Tempe based designer, manufacturer and distributor of high performance audio systems for the mobile audio aftermarket and OEM market, is currently looking for a Receptionist to join our Team. Hours will be 25 hours per week. We are looking for a team player with a positive attitude who is customer service oriented.

JOB TITLE: Receptionist (Part Time)

JOB SUMMARY:

Acts as a resource center for the company by expediting and routing visitors and customers to the appropriate destination in person and over the phone. Provides administrative support while maintaining a professional image.

ESSENTIAL JOB FUNCTIONS:

- Greets visitors, vendors, applicants which includes sign in, badging, and providing direction.
- Receives incoming calls, screens, and directs them to proper destination.
- Orders and stocks office supplies and shipping accessories.
- Coordinates and maintains meeting schedules for conference rooms and conference call lines.
- Receives and distributes incoming mail. Meters and sends outgoing mail. Handles Fed Ex and courier services.
- Assists in preparation of presentations and corporate documents as needed
- Maintains corporate phone list.
- Compiles "Out" list.

NON-ESSENTIAL JOB FUNCTIONS:

- Various tasks as assigned
- Work on special projects for various departments as needed

JOB QUALIFICATIONS:

- Must respect the confidentiality of business matters, be tactful, professional and responsible
- Prior Reception / Phone / Customer Service experience required.
- Able to multi-task while maintaining a professional and pleasant demeanor required.
- High School diploma or equivalent required
- Computer/Internet skills required
- Knowledge of office equipment required
- Excellent verbal and written communication skills required.
- Excel, Word, Powerpoint, Publisher skills preferred.

Interested applicants should send their resume and cover letter to jobs@rockfordcorp.com
Successful completions of drug test and background check are requirements for employment.
This position is part time, therefore, no benefits apply.