



RECEPTIONIST / HR ASSISTANT – The Rush Companies

Department: Rush Development Company
Reports To: HR Manager
FLSA Classification: Hourly/Non-Exempt
Date:

Job Summary

Provides general front desk coverage including greeting guests, answering, and directing incoming calls, maintaining supplies and reception area appearance as well as mail distribution. This position also provides a variety of administrative duties in support of the Human Resources department and must have the ability to maintain confidentiality and handle sensitive information with discretion. This role is very diverse and requires the ability to multi-task, take independent initiative, properly organize and prioritize in order to meet deadlines while managing competing priorities. Must embrace a strong customer service mentality and function with a high degree of professionalism.

Essential Duties & Responsibilities

- Front office receptionist responsibilities include; handling incoming calls and greeting visitors and guests
- Provide HR process support which may include; scheduling appts, maintaining records, and providing process-related guidance and information to employees
- Assist HR in all aspects of hiring process which will include job postings, correspondence with applicants, scheduling, etc.
- Take lead on internal team-building events by coordinating logistics, collateral, catering, setup, and tear-down
- Manage, maintain, and troubleshoot office equipment, systems and processes; train staff members on proper operation and handling of equipment
- Manage resource scheduling utilizing Microsoft Outlook calendars (e.g. conference rooms, hardware)
- Act as building safety coordinator and conduct safety orientations for office personnel at time of hire
- Track office supply inventory and order office supplies, as needed, using cost-effective approach
- Process and distribute office mail, type and distribute correspondence, make copies, etc.
- Maintain orderly conference rooms, workrooms, kitchens, and lobby

Supporting Duties & Responsibilities

- Identify, recommend, and implement solutions for interdepartmental and business operations processes
- Collaborate with HR, Accounting & Marketing to achieve operational excellence

Job Requirements

Education

High school diploma or equivalent

Experience

1-3 years customer service and/or administrative experience
Prior HR exposure *preferred*

Special Skills

- Effective time management skills
- Strong phone etiquette
- Excellent verbal and written communication skills
- Experience with MS Office suite of applications (Outlook, Teams, Excel, Word, etc.)

Physical Requirements

- Able to move freely throughout the building to access file cabinets, office equipment, supply room, etc., and ability to lift up to 15 lbs

Our team members at The Rush Companies have a strong reputation for exercising integrity, good judgment and sound business practices in our dealings with clients, consultants, subcontractors and suppliers. We are committed to selecting only those individuals who share in our loyalties while also maintaining our standards of quality and safety.

Equal Opportunity & Drug-Free Employer

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.