Packers Plus®

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RECEPTIONIST
MIDLAND, TEXAS

Packers Plus is the pioneer of open hole, multi-stage horizontal fracturing and we provide technology-based solutions to the oil and gas industry around the world. We are looking for a Receptionist in our Midland office.

Key Tasks and Responsibilities

- The Receptionist is responsible for providing reception service at the front desk of the Packer's Plus office including answering phone calls, filing and greeting visitors
- Answer all incoming phone calls in a friendly manner; direct calls to appropriate individual and answer questions when required; forward calls to extensions and cellular phones as required
- Take messages as needed and provide those to staff in a timely manner
- Greet all visitors and employees with friendly, personable service and assistance; offer a beverage to waiting guests
- Book meetings and maintain boardrooms bookings; tidy boardrooms and ensure supplies are fully stocked
- Ensure waiting and reception areas are tidy and orderly at all times
- Coordinate incoming and outgoing courier deliveries and shipments using online systems; ensure and verify the appropriate distribution of received products to designated locations; match product descriptions to invoices to ensure accurate shipments
- Sort and deliver daily mail to all departments and employees; sort, stamp and deliver to mail box daily outgoing mail
- Stock and clean the kitchen areas (stock beverages, tidy counters); order necessary kitchen supplies and maintain stock levels
- Provide assistance to all Management and departments when required (only if approved of before).
- Provide back-up for Office Administrator as required in the following key areas:
    - Order luncheons and make reservations when required
    - Order and stock necessary office supplies
    - Book accommodations for visitors and out of town employees
    - Other administrative or clerical tasks as required

Educational Requirements

- Minimum High School Diploma required
- Some post-secondary education in administration an asset but not required

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www.packersplus.com/careers

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Competencies, Skills and Experience

- Previous reception experience required
- Experience with multi-line phone or switchboard system preferred
- A minimum intermediate computer skills required
- Familiarity with online Courier platforms
- Basic knowledge of MS Outlook, Word and Excel
- Strong background with multi-line phone system or switchboard
- Excellent verbal communication skills
- Strong written communication skills
- Exceptional interpersonal skills
- Highly professional and able to act appropriately as a first point of contact for clients, vendors and other external stakeholders
- Pleasant and courteous phone manner
- Strong ability to work as part of a team and provide support to others as required
- Keen sense of judgment when discerning between callers and directing calls to the appropriate individuals

To apply, please email your cover letter and resume referencing the above position to uscareers@packersplus.com

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