

Administrative Receptionist

COMPANY HISTORY

Power/mation is a nationally recognized distributor specializing in advanced automation hardware and software products. We help our customers improve their manufacturing processes by assisting them in the application of unique automation solutions in the following technology areas: motion control, logic control, software, sensors, vision, safety, power transmission, panel components and services.

Power/mation began in 1961 and has grown to locations within Minnesota, Wisconsin, Illinois, Iowa, Nebraska and the Dakotas. For more information, please visit our web site at www.powermation.com.

DUTIES

Answer and direct incoming calls. Assist caller with questions. Professionally screen calls when necessary. Page personnel when needed. Pleasantly greet and assist visitors in order to ensure a positive experience at Power/mation. Notify our employee/associate of the arrival of their visitor. Support the Sales department with miscellaneous admin duties, such as preparing reports, monthly key indicators, seminar preparations, travel reservations, mailings and other duties as necessary. Assist the Marketing department with miscellaneous items, such as ordering seminar lunches, updating the Powerpoint presentation at the front desk, directory searches and compiling data lists. Perform general office duties as requested. Maintain an orderly appearance in the reception area.

QUALIFICATIONS

Minimum of two years related experience including minimum ten-line telephone system. Proficient PC skills (basic, accurate skills required), including Word, Excel and Powerpoint. Good attention to detail required. Ability to navigate the internet efficiently for extensive internet searches.

Dependable, “people” person with a positive “can do” attitude and exceptional customer service who is courteous, cooperative and professional when dealing with others. Ability to work well independently and as part of a team.

BENEFITS

Medical and dental plan, life insurance, long term disability, health and dependent care reimbursement accounts, 401k with company match feature, discretionary profit sharing plan, educational assistance, paid time off, paid holidays including birthday and service anniversary.

Qualified individuals may send their cover letters and resumes to
mary.ringhofer@powermation.com



Providing innovative automation solutions with exceptional customer service.

Equal Opportunity Employer