

BENJAMIN STEEL COMPANY

Description of Position Responsibilities

JOB TITLE: **Branch Administrator**

SUPERVISED BY: Director of Branch Operations

PAY RATE: \$15.00 - \$17.00 per hour

POSITION SUMMARY:

Performs a variety of office administration duties to facilitate the flow of orders, information and customer service.

DUTIES AND RESPONSIBILITIES:

1. Directs incoming calls to the appropriate party using a multi-line telephone.
2. Welcomes and directs guests or assists them with paperwork and processes payments. Tracks and balances payments and credit card receipts.
3. Uses computer to enter, update, receive and/or bill inventory transfers, mill deliveries, and customer orders, and to monitor equipment.
4. Provides administrative support to sales staff and branch manager.
5. Performs administrative responsibilities specific to the Branch which varies from processing mail to typing and filing.
6. Functions as a central information point for employees, customers, and guests.
7. Performs other duties as related or assigned for the benefit of the Company.
8. Good attendance is an essential function of this job.

EDUCATION AND EXPERIENCE:

High School Diploma or GED and 2-4 years previous office administration experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent math, keyboarding, reading, writing and organizational skills.

Excellent verbal and interpersonal communication skills, and an uncompromising commitment to customer service.

Ability to balance a variety of duties simultaneously while maintaining excellent customer service.

Previous receptionist and data entry experience required.

Ability to pass a pre-hire drug test.

Apply online @ <http://www.benjaminsteel.com/employment-2>