

Position: Data Entry/Receptionist

Company: Lang Technovation

Job Location: Hartland, WI

Start Date: January 2019

Employment Term: Regular

Employment Type: Full Time

Hours per Week: 40

Work Hours (i.e. shift): 8:00am – 5:00pm

Starting Salary Range: \$12.00-\$16.00 depending on Experience

Salary/Benefit Notes: We offer Health and Dental Insurance after 90 days of employment, in addition to paid vacation and sick time.

Required Education: High School or Equivalent

Required Experience: 1 year

Required Security Clearance: None

**Position Summary:**

Lang Technovation is growing! We are looking for someone to join our team. If you are someone who wants to learn and has a great work ethic we want you! The position of Receptionist/Data Entry Clerk is responsible for greeting visitors as well as answering the main phoneline and appropriately routing calls. It includes a variety of routine data entry, clerical and office support functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Answer incoming phone calls and greet visitors in a friendly manner, providing appropriate assistance.
- Enter data in QuickBooks and Microsoft Excel and Access ensuring accuracy and timeliness for tracking of Sales, Accounts Receivables (A/R) and Accounts Payables (A/P)
- Receive, sort, and forward incoming mail
- Maintain an organized office and break room keeping areas stocked and orderly
- Other duties as assigned

**QUALIFICATIONS:**

- High School diploma or equivalent
- One or more years of related experience as a receptionist or in an office environment preferred
- Basic reading, writing and math skills required
- Basic working knowledge of Microsoft Office products (Excel and Word), internet and email systems required. Knowledge of Microsoft Access desired
- Working knowledge of QuickBooks, preferably Premier Edition, a plus
- Good verbal and written communication skills
- Excellent organizational skills and attention to detail with emphasis on accuracy and quality
- Ability to effectively manage time and multiple priorities, prioritize tasks and follow up as needed

**PHYSICAL REQUIREMENTS:**

- Ability to read and interpret small print, sight appropriate to receive and direct visitors
- Ability to hear in order to effectively communicate in person and over the phone to efficiently and accurately process work
- Ability to lift, push and/or pull up to 15 lbs occasionally
- Physical conditioning to sit, stand and walk frequently throughout the day. Ability to stoop, bend, reach and/or twist

Please send Resume and cover letter to [info@lang-technovation.com](mailto:info@lang-technovation.com)