

Bilingual (Spanish) Receptionist / Administrative Assistant

A progressive third-party administrator of union health and welfare benefits is seeking an experienced receptionist with exceptional customer service and office administration skills. The person in this role should have friendly and courteous business etiquette.

This is a full-time position with union wages and benefits.

Position Description:

The essential functions include, but are not limited to the following:

- Answer and forward calls from a multi-line phone system
- Greet visiting clients, guests and employees.
- Provide administrative support (copying documents, scanning)
- Operate and maintain office equipment and coordinate service calls
- Process incoming and outgoing mail; UPS shipments and deliveries
- Order, receive, maintain, stock and distribute office supplies
- Responsible for completing high-volume mailings
- Maintain cleanliness of office including kitchen organization
- Other miscellaneous duties

Requirements:

- Minimum of 3-5 years receptionist / administrative experience
- Outstanding verbal and written communication skills (bilingual in Spanish a must)
- Excellent people skills
- Proficient in Microsoft Office (Word, Excel, Power Point, Outlook)
- Ability to organize and set priorities, and work independently and productively with minimal supervision
- Be a positive team player who is a highly motivated self-starter
- Organized, accurate and detail-oriented
- Works well under pressure and able to maintain positive, courteous attitude
- Able to meet deadlines and complete tasks in a timely and professional manner
- Proven excellence in attendance and reliability
- Evaluate and prioritize calls and use independent judgment to take action
- Attention to detail and ability to multitask with frequent interruptions
- Forward thinking and outgoing personality desired
- Professional communication and demeanor
- Able to work in a fast paced environment

To Apply:

- Please email resumes to opportunities@dmc-tpa.com
- You must put the job title in the subject line of your email
- Candidates who meet these specifications and are a strong match will be contacted

We are an equal opportunity employer.