

First Impressions Specialist

Great Plains Transportation Services, Inc. is a privately owned company that has been helping trucking companies thrive since 1995, by combining knowledge of trucking as well as financial management. As a growing and fast-paced factoring company we are seeking an organized, self-motivated, efficient and charismatic individual. The First Impressions Specialist not only believes in the power of being in "client ready condition" at all times, but they are obsessed with providing excellent customer service all while maintaining the highest accuracy and attention to detail.

As a First Impressions Specialist, you will be the first point of contact for our company on the phone as well as in the office. Our First Impressions Specialist's duties also include offering administrative support across the organization. You will welcome guests and greet people who visit the business. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

To be successful as a First Impressions Specialist, you should have a pleasant personality, as this is also a customer service role. You should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations. Multitasking and stress management skills are essential for this position.

Ultimately, a First Impressions Specialist's duties and responsibilities are to ensure our phones are answered in a highly professional and charismatic manner as well as greet guests in the office positively, and executes all administrative tasks to the highest quality standards.

Description:

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Answering, screening and forwarding incoming phone calls on a multiple phone line system.
- Receiving & sorting daily mail.
- Perform other clerical duties such as data entry, filing, photocopying, etc.
- Assist other department with any tasks deemed necessary.

Requirements:

- High School degree required.
- AA degree preferred.
- Customer Service Attitude required.
- Proven work experience as a receptionist, Front Office Representative or similar role
- Experience handling a multiple line phone system.
- Prior office experience with filing, data entry, and scanning.
- Strong computer skill with MS Office applications.
- Ability to operate a telephone, fax machine, calculator, and computer proficiently.
- Proven motivated and reliable team-oriented worker.
- Dependable attendance.

Great Plains Transportation Services offers great benefits including:

- Health Insurance
- Disability Insurance
- 401(k)
- Paid Vacation & Holidays

****This position is located in Fairmont, MN****

