

Receptionist

We are looking for a dependable, customer-centric outgoing Receptionist to join the Encore family! Located in Fairfield, CA this position will play an integral role of being the face of Encore Glass.

Here at Encore, we empower you to make decisions and seek out the information necessary to provide exceptional service to our internal and external customers. Forty-four years in business and still strong, we offer stability and growth opportunities within the organization and a regional presence. If you enjoy people, multitasking and are detailed-orientated this is the place for you!

Bottles when and where you need them anywhere in the world - we are your source for anything packaging!

What you will be doing/The Role:

- Answering all calls is the number one priority in this position.
- Answer and screen all incoming telephone calls in a courteous and professional manner, taking messages when appropriate.
- Greets walk-in customers and directs them to the appropriate location.
- Fields a variety of customer service related inquiries.
- Maintaining PTO calendar/sending out morning PTO messages.
- Managing the conference room calendar.
- Take out mail daily/collect mail and distribute.
- Assist in collecting and ordering all supplies for the company including the office, warehouse and repack area with approval from the Executive Assistant.
- Provide general support to Human Resources team.
- Perform other duties and special projects as needed and assigned.

Why Encore?

- We care about our employees – you are our biggest asset – we celebrate your milestones and success! From our service hero award, to Employee of the Month, and fun winter and summer activities!
- We are committed to employee development and growth – when you succeed we succeed!
- We offer a competitive base salary and benefits package with a generous 401k matching program.
- We have been around for over 40 years and continue to have exciting opportunities on the horizon.

MINIUM REQUIREMENTS

- A minimum of 2-3 years experience in customer service or a receptionist role.
- Dependability is a must – must be reliable and be able to work from 8 AM to 4:30 PM.
- Self-motivated and able to work independently.
- Excellent written and verbal communication skills.
- Proficient in MS Word, Excel and Outlook.
- Must possess a polished, professional demeanor.
- Excellent communication and interpersonal skills with a great phone presence.
- Candidate should be comfortable working independently and have the ability to multi-task while answering phones and greeting visitors.
- Must demonstrate excellent customer service, organizational and communication skills.
- Manage time effectively, meet personal goals and work effectively with all team members.
- Overtime may be required.

Encore Glass is an equal opportunity employer. For more information, please visit our website at www.encoreglass.com.

If you are interested in joining the Encore family, please reply to this ad and include your cover letter, resume and salary requirements.

Equal Opportunity

All persons have equal employment opportunities with Encore Glass, regardless of their sex, race, color, age, religion, creed, sexual orientation, national origin or citizenship, ancestry, physical or mental disability, medical condition (cancer or genetic characteristics), marital status, gender (including gender identity or gender expression), familial status, military or veteran status, genetic information, pregnancy, childbirth, breastfeeding, or related conditions (or any other group or category within the framework of the applicable discrimination laws and regulations).