



Receptionist / Administrative Support

Are you customer service oriented? Do you enjoy answering the phone with a smile and being the go to person in an office? If so, this might be the perfect opportunity for you.

Milne Electric Inc., an established electrical contractor located in Monroe is searching for a **Receptionist / Administrative Support** to provide clerical and general office duties. The main responsibilities include being the point of contact with customers on the phone and in-person, coordinating service request, data entry and administrative support. The ideal candidate must be organized and detail oriented with a desire to provide exceptional service to internal and external customers. Hours are 7 AM – 4 PM.

Milne Electric Inc. was established in 1990 and continues to grow as a reliable electrical contractor with high ethical standards. The scope of projects include public, private, new construction and renovations. Milne Electric Inc. is a technologically innovative company utilizing the most current construction related techniques and software.

Key Responsibilities of the Receptionist / Administrative Support:

- Answer all incoming calls, determine caller needs, and transfer as appropriate.
- Open and distribute mail
- Enter acknowledgment of PO's for electrical material
- Enter and receive electrical and all invoices
- Organize credit card receipts and statements
- Answer and distribute electrical service requests
- Greet customers in a professional manner and assist as needed
- Filing, General office support and other administrative duties as assigned

What the Successful Candidate will have:

- Proven experience as a receptionist, administrative support or in customer service
- Knowledge of office systems and procedures
- Working knowledge of office equipment
- Proficiency in MS Office (MS Word, MS Excel) and the ability to navigate the internet
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

Milne Electric has Outstanding Benefits including:

- Competitive compensation
- Generous paid time off and holidays
- Health & Vision insurance
- 401(k) plan with company match
- Growth opportunities

If this position sounds like the right fit for you, submit your resume, cover letter and salary requirements to angelaP@milneelectric.com.