



Receptionist/Administrative Support – Wellons, Inc.

Would you like to work for a company that has great benefits, provides a positive workplace atmosphere with an opportunity for growth, then you want to be a part of our team here at Wellons.

For over 50 years, Wellons has been a leader in providing wood-fired energy systems, lumber dry kilns, and related products and services to the forest products industry. Firmly established and financially sound, we provide our customers with complete services in design, engineering, and manufacturing, as well as installation services and technical assistance.

We are looking for a qualified candidate with 1-3 years of phone, office, and/or Administrative experience in a corporate environment. This position will serve as the first point of contact and is responsible for greeting, welcoming, and directing visitors appropriately with a “can-do” attitude and maintain professionalism at all times.

Job Functions

- Greet vendors, clients and other visitors in pleasant and consistent manner
- Operate multi-line phone system to route incoming calls, call transfers, paging and place outgoing calls.
- Receive, sort, and route mail, deliveries, and faxes
- Prepare and stamp outgoing daily mail from all departments
- Coordinate the shipment, tracking, and pick-up of packages from various vendors including UPS and FedEx
- Maintain the orderliness of reception area

Accounting & Administrative duties include, but are not limited to:

- Process Accounts Payable transactions and/or other accounting duties
- Enter time cards for the engineering, field, and shop departments
- Assist Shop Superintendent and Safety Manager in the preparation of meeting minutes, general office correspondence, and any special reports
- Perform other clerical duties as assigned, such as filing; printing; production and binding of reports; and shipping materials

Requirements

- Experience with multi-line phone systems desired
- Must have intermediate knowledge of Microsoft Word, Excel, and Outlook
- Excellent oral/phone communication skills; ability to deal with callers who may be challenging and persistent
- Ability to multi-task and work in a fast-paced environment
- Good attendance is key

Benefits

- Vacation, sick time and 8 paid holidays
- Medical, vision, dental insurance
- Profit sharing & bonuses