



JOB DESCRIPTION

JOB TITLE: Office Coordinator

DEPARTMENT: Business Development

REPORTS TO: Director of Corporate Development

LOCATION: Turlock, CA

POSITION DETAIL:

Do you consider yourself to be a friendly and outgoing administrative professional with top-notch organizational skills and a strong willingness to help others? Can you balance a bubbly personality with a professional work ethic? Would you enjoy being able to work on several different projects while assisting many departments and professionals? Are you ready to embark on the path of going from good-to-great? Revolution Plastics is looking for the best Front Office Executive in the job market and we want to know if that is YOU!

As Front Office Executive, you will play an integral role in all administrative duties while assisting customers and visitors. You are essentially the "face of the company" and the first point of contact for our guests. In addition, you will also work closely with Revolution team members to complete special projects and perform a plethora of clerical functions.

Revolution Plastics strives to provide top-notch customer service. You will serve as the first point of contact for customers and visitors. Customers and visitors should be greeted promptly and courteously. Make sure the guest is comfortable, ask information on the nature of their visit, and notify the proper personnel. Any incoming phone calls must be answered in less than 1 minute, then dispatched to the appropriate personnel. When ordering supplies, be mindful of the cost and always search for the most efficient prices and products. This position will schedule travel arrangements, conferences, and trainings. Detailed organizational skills and effective time management skills are imperative to the success of this position. Revolution Plastics is growing exponentially as a company, and employee records are constantly changing. The ideal Front Office Executive will be responsible for adding new employee information and removing former employee information. This will include phone numbers, email address, job titles, etc. Working knowledge of Microsoft Office Suite is essential as you will be assisting team members while still performing your expected duties.

Revolution Plastics will reach new heights and continue to excel in customer service because our Front Office Executive provides stellar service both to our customers as well as our team members. This position is much more than a receptionist; you are the face of this company and will be a shining example of Revolution Plastics core values of Integrity, Collaboration, Sustainability, and Respect. Join our team today!

APPLY ONLINE: <http://deltaplastics.applytojob.com/apply/>