



Administrative Receptionist

(Part-Time: 25 hours/week)

Company Profile:

Multi-Conveyor is an industry leading manufacturer of custom and standard conveyors for a myriad of markets with a specific focus on packaging. Family-owned and oriented, we take pride in helping our employees balance home and work life. Multi-Conveyor promotes ongoing education, supports our community, contributes to local food drives and non-profit groups that have a worthy cause.

Job Overview:

Administrative Receptionist is a key role serving as the first positive impression point of contact for clients and visitors. This position involves a mix of customer service and administrative tasks including various administrative tasks for multiple internal departments, as directed by the Chief Operations Officer / Company Owner, ensuring smooth office operations.

Daily Responsibilities:

- Greet and welcome visitors as they arrive.
- Answer, screen, and forward incoming phone calls.
- Direct visitors to the appropriate person or office.
- Prepare internal office correspondence.
- Maintain specific Conveyor Job related administrative support.
- Uphold a tidy and organized reception area.
- Provide basic information to clients in person or via phone/email.

Required Skills & Educational Requirements:

- Team player with dedicated work ethic.
- Proven verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Exceptional attention to detail.
- Proficiency in Windows and Microsoft Office (O365).
- A high school diploma or equivalent (minimum).
- Previous experience in a receptionist or administrative role is preferred but not mandatory.
- Professional demeanor and appearance.

Benefits: Part-time positions do not currently qualify for company benefits. This position has room for growth to a full-time position.

How To Apply: (no phone calls please)

Mail a Résumé MULTI-CONVEYOR LLC
P.O. Box 10
Winneconne, WI 54986

E-mail: info@multi-conv.com
Job Application: [Printable format](#)