



Receptionist Charleston, SC

I.M. Systems Group, Inc. (IMSG) (www.imsig.com) is looking for a motivated individual who will serve as the Front Desk Receptionist on our contract at the NOAA Coastal Service Center (CSC) (www.csc.noaa.gov), a federal facility located in Charleston, SC. The receptionist serves as the first and last point of contact for all visitors, and employees entering CSC as well as answering phones for the main switchboard.

If you are looking for a relaxed, yet challenging work environment and opportunities for training and career development--this is the job for you.

Duties

This position provides a variety of administrative services including: but not limited to:

- Answer phone, managing visitor access
- Maintain office equipment, visitor logs, supply inventory, master room keys, vehicles, and all aspects of Federal Express; shipping, tracking, supplies, claims, and reconciling statements
- Maintain a Receptionist Desk Handbook that provides policy and procedure on the responsibilities and duties of the Receptionist position
- Assist Center employees with projects by providing administrative support
- Organize quarterly orientations for new staff
- Receive outgoing mail, provide meter postage and supplies
- Maintain various Center administrative databases and perform data entry and word processing of new or updated information
- Maintain and issue current contact information/cards for; Emergency Call Trees and CORE Team emergency cards, and staff emergency contacts.
- Perform responsibilities as outlined the Center's Occupant Emergency Plan and Center Continuity of Operations Plan (COOP) Plan

Qualifications

Required:

- A minimum of one year experience providing general administrative services
- Experience with Microsoft Word and Excel is required
- Good telephone, interpersonal, and organizational skills are a must
- U.S. citizenship or permanent resident status required

Desired:

- Ability to manage office files and supply inventories
- Knowledge of operating standard office equipment
- Ability to transmit, receive and distribute documents

- Experience tracking the usage of common resources
- Experience organizing or retrieving data and information
- Strong organizational skills
- Ability to multi-task
- Detailed oriented

To Apply: submit resume to jobs@img.com