

Receptionist/Office Specialist

Description:

Are you a team player who enjoys problem solving and helping others? Access Technologies, Inc. is a dynamic statewide company that is growing, and currently seeking a full time Receptionist/Office Specialist to JOIN OUR TEAM.

Our Receptionist/Office Specialist Position is more than customer service and data entry. This position is literally the face of our company. They're the first person you meet when you walk into the office! The Receptionist/Office Specialist should be a highly organized individual who has the ability to effectively prioritize tasks to meet deadlines.

We have a great product -- *we provide independence to Oregonians, throughout their home, work, school and recreational activities.* But what makes a company so great is the culture, high moral, and the endless hunger to help more individuals. Is this you?

About Our Company:

Access Technologies, Inc. is a non-profit organization whose mission is to assure that persons with disabilities in Oregon will be able to secure and effectively use assistive technologies.

Access Technologies, Inc., provides information concerning the functions of, access to, availability of, and funding for assistive technologies, which may allow individuals with disabilities the opportunity to more fully participate in society. Such activities are designed to impact immediate personal opportunities and larger provider, funding, and advocacy systems which will expand such opportunities in the future.

ATI provides such services under grants, contracts and other funding.

About the Position:

Our Receptionist/Office Specialist performs a variety of general office, storefront and support services that require initiative, independent judgment, comfort with technologies, and an understanding of disabilities, to ensure customers and client services receive quality services.

- Receives public, visitors and telephone calls; ascertains nature of business and personally handles those requesting routine information, appointments and tasks; directs to staff or takes messages as appropriate. Responds to request by supplying information, mailing out materials, or referring to proper person.
- Perform duties necessary to Open and Close Front Office
- Assist in filing, making photocopies, sending faxes, shredding documents
- Maintain general office tidiness (clean windows/sills/frames)
- Assist with Storefront product sales, organization, staging and stocking
- Schedule meetings and trainings for Specialists
- Assist with monthly Tech It Easy newsletter
- Receive deliveries
- Perform data entry
- Other duties as assigned

Qualifications:

The successful candidate enjoys working as a member of a team, as well as independently; is customer oriented with customer service skills; has excellent written and oral communication skills; has experience with recordkeeping systems; is familiar with computers and various types of current office software; has experience working with persons with varying degrees of ability; Bilingual: English and Spanish helpful; and has the ability to lift, twist, bend, stoop, and kneel, repetitively.

Some of Our Benefits:

Access Technologies, Inc. believes it's important to take care of good employees. Our benefits include paid health insurance, thirteen paid holidays, paid earned time off and a company paid retirement plan.

Equal Employment Opportunity

We're proud to be an equal opportunity employer - and celebrate our employees' differences, including race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, and Veteran status. At Access Technologies, Inc., we know that diversity makes us stronger. We are committed to a collaborative, inclusive environment that encourages authenticity and fosters a sense of belonging. We strive for everyone to feel valued, connected, and empowered to reach their potential and contribute their best.

COVID-19 Vaccination Requirement

Access Technologies, Inc., provides in-person services to individuals with compromised immune systems including seniors and individuals with disabilities. Therefore, the company follows COVID-19 protocols for healthcare facilities. Access Technologies, Inc. provides reasonable accommodations consistent with legal requirements (e.g., for medical, religious, or state law recognized reasons).

All employees are required to pass a Drug/Alcohol and Criminal Background check

HOW TO APPLY: Submit resume, cover letter, and three recent letters of reference to: info@accesstechnologiesinc.org