



Receptionist – Part-Time

Global Technical Systems (GTS) provides innovative, cost-effective, high-tech engineering products and product-based services encompassing latest generation software and hardware solutions and engineering services for defense, homeland security, and other critical Government interests. GTS products and services span a spectrum that includes: mission-critical combat systems processors; C4ISR; technology development including threat detection, bio-metric identification systems, and composite applications for munitions, armor and energy storage; avionics test systems; and life-cycle logistics support and repair. As part of our continuing commitment to support our customers.

General Description:

Receptionist required to be present at the front desk at all times to greet visitors, answer phone calls, and monitor security cameras. Monday – Friday, 7:45 a.m. – 12:45 p.m. or 12:30 p.m. – 5:00/5:30 p.m. (specify shift preference).

Principal Duties and Responsibilities:

- Serve visitors by greeting, welcoming, and directing them appropriately with a positive and helpful attitude.
- Notify company personnel of visitor arrival.
- Inform visitors by answering or referring inquiries.
- Maintain employee and department directories.
- Maintain and support security by following procedures, monitoring logbook, and issuing visitor badges.
- Operate telecommunication system by following manufacturer's instructions for house phone and console operation.
- Keep a safe and clean reception area by complying with procedures, rules, and regulations.
- Sanitize lobby, doors and other common area regularly
- Monitor and review security cameras/video of GTS facility and property
- Prepare conference rooms for meetings
- Schedule Conference Room Sign-up
- Sort & distribute mail
- Provides clerical support to various departments in the company
- Assist with a variety of administrative tasks including data entry
- Serve as back-up for opposite shift if Receptionist is ill or on vacation.

Work Experience Requirements:

Microsoft Applications preferred

Education:

High School or Equivalent

Working Conditions:

Pushing/Pulling/Lifting/Carrying up to 20 pounds

Essential Skills/Experience:

- Adept in technology such as telephone system and Microsoft office products
- Exceptional Interpersonal Skills
- Conduct with Cordial and Good Manner and Professional Etiquette
- Good Verbal Communication and Good at Listening
- Customer Focus, Dependable & Punctual
- Detail-Oriented and Organized
- Able to Prioritize and Manage Multiple Tasks as Assigned and Handles Pressure

Beneficial Skills/Experience:

- Ability to read people and anticipates needs when supporting various departments
- Enjoys and capable working in a fast-paced and team-oriented environment
- Self-starter and problem solver

GTS is ISO 9001:2015 certified.

We are proud to be an Equal Opportunity Employer, making decisions without regard to race, color, religion, gender, national origin, age, veteran status, disability or any other protected class.

EOE/AA

Please apply by visiting [http://gts.us.com/Careers Job-Postings](http://gts.us.com/Careers_Job-Postings)