McQuade & Bannigan Inc.

JOB DESCRIPTION

Job Title:	Receptionist	**FLSA Classification:**	Non-exempt
Department:	Business Office	**Prepared By:**	HR One
Reports To:	Comptroller	**Approved:**	November 2026

Job Summary:

Answer all incoming calls and inter-office communications; greet and assist visitors; and perform administrative duties.

Essential Job Duties and Responsibilities: (Additional duties may be assigned)

- Answer a multi-line telephone, screen and direct calls to the appropriate staff person or voice mail. Take and/or distribute messages and provide general information in a timely and professional manner.
- Greet office visitors, customers and sales reps in a professional and friendly manner and notify staff person that his/her appointment has arrived.
- Register Stihl equipment.
- Create, maintain, and/or update various manufacturer's lists and cost prices.
- Receive, transmit and research fax communications.
- Perform a variety of general administrative duties as requested to support department and or company objectives, primarily accounts payable.
- Process and enter all rental and repair billing.

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Minimum Qualification Standards:

- High school diploma or GED is required.
- Minimum of 6 months to 1 year of relevant office, administrative, and/or clerical experience desired.

Knowledge, Skills, and Abilities:

- Computer proficiency including word processing, data entry, spreadsheets, and generating reports using standard software applications.
- Must demonstrate strong communication, telephone and interpersonal skills.
- Ability to prepare routine administrative paperwork and perform computer data entry.
- Ability to organize multiple work tasks.
- Word processing and/or data entry skills.
- Some analytical ability to gather and summarize data, find solutions to various administrative problems, and prioritize work.

Equipment, Machines and Software Used:

This position requires the regular use of a computer, printer, photocopier, telephone, fax machine, scanner, calculator, adding machine, postage meter and cash register.

Computer Software: Microsoft Outlook or Express, Word, Excel, and P21.

Mental and Physical Requirements:

- Close mental and visual attention required. May include significant use of a computer terminal for data entry.
- The employee is regularly required to sit for extended period of time, stand, walk, talk, hear, use hands to finger, grasp, handle, and perform repetitive motions. The individual is occasionally required to push, pull, reach, climb, stoop, kneel, and crouch.
- No or very limited physical effort required.

Environmental Conditions:

Work is performed in a typical office environment where there is no substantial exposure to adverse environmental conditions.

Disclaimer:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

I acknowledge that I have read this job description and have received a copy for my records.	
Employee Name:	
Date:	

McQuade & Bannigan is an Equal Opportunity Employer