

*This position is full time. Salary DOE with health and retirement benefits provided. Send resume, cover letter, and [job application](#) to Alturas Analytics, Inc., 1324 Alturas Drive, Moscow, ID, 83843, or email [hr@alturasanalytics.com](mailto:hr@alturasanalytics.com).*

Alturas Analytics is seeking an organized and outgoing full-time Administrative Assistant/Receptionist to join our team. This is a unique and important position providing a variety of receptionist duties along with administrative tasks for our expanding company. This position is the first point of contact for guests and employees entering the office and will demonstrate a welcoming, positive spirit, while being skilled in multi-tasking and working independently. Both aspects of this role are vital to the everyday operations of Alturas Analytics.

**Job Title:**

Administrative Assistant/Receptionist

**Position Summary:**

The Administrative Assistant/Receptionist will perform administrative and office support duties as directed by the Office Manager. This position is not involved in any GLP-related activities within Alturas Analytics, Inc. Duties include fielding telephone calls, checking in and directing visitors, word processing, creating spreadsheets and presentations, filing, sorting, and distributing mail and shipments. Extensive software skills are required, as well as strong communication skills and the ability to work independently.

**Essential Duties and Tasks:**

- Answers and fields incoming phone calls
- Maintains front desk and kitchen cleanliness and organization.
- Maintains inventory of office, breakroom, and marketing supplies.
- Orders meals for office lunches and client audits.
- Prepares conference rooms for meetings.
- Sorts and distributes mail and shipments.
- Provides customer service, checking in visitors and notifying appropriate staff of arrival.
- Scans, reviews and files documentation.
- Perform various administrative tasks, including word processing, copying, filing, etc.
- Prepares company videos for lunches and other events.

**Additional Duties and Tasks:**

- Performs other duties as needed or assigned

**Education and Experience Requirements:**

- High school diploma
- 0-1 years experience in office setting is preferred

- Working knowledge of complete MS Office suite

**Skills and Abilities Requirements:**

- Skills in verbal and written communication
- Skills in use and maintenance of office equipment
- Ability to interact with clients and visitors in a professional, cordial manner

**Physical Requirements:**

- Position requires sitting over 2/3 of the time
- Position requires working in front of a computer monitor over 2/3 of the time
- Position requires walking less than 1/3 of the time between departments/offices
- Position requires standing less than 1/3 of the time
- Position requires talking or hearing up to 2/3 of the time □ Position requires use of hands and manual dexterity over 2/3 of the time
- Position requires reaching with hands and arms up to 1/3 of the time
- Position requires lifting up to 10 lbs. less than 1/3 of the time
- Position requires lifting up to 50 lbs. less than 1/3 of the time