



Receptionist

Monterey Mechanical:

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$65 million with approximately 70% construction, 20% HVAC and metal fabrication and 10% industrial maintenance.

With more than 75 years of continuous service, we are passionate about providing our employees opportunity for career advancement and a great place to work. We are family-orientated and highly value the expertise and experience of our team.

We offer:

- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary
- Comprehensive benefits package, including medical/dental/vision insurance (95% employer paid for employee), paid time off, commuter benefits, and many more perks.
- Full retirement package: 401(k), Employee Stock Ownership Program (ESOP), and profit sharing

Position Summary:

Supervised by Account Payable Manager; responds to telephone calls, front office visitors, postal and small package deliveries by performing the following duties.

Responsibilities:

- Operates multi-line telephone system to answer and direct calls to appropriate personnel.
- Responds to phone calls, retrieves messages from voice mail and forwards, delivers, or transfers phone calls and messages to appropriate personnel.
- Welcomes on-site visitors, determines nature of business, answers questions, provides directions or information as appropriate.
- Receives and routes incoming mail, packages, and special delivery items to appropriate personnel/divisions.
- Prepares outgoing mail by preparing envelopes, postage, certification, and transportation of packages (such as UPS).
- Assists other users in sending/receiving faxes and maintains fax machines.
- Maintains American Express vendors programs.
- Inventory and order company office and kitchen supplies.

- Keeps kitchen area neat and orderly. Maintenance includes, but is not limited to, stocking kitchen items: plates, cups, creamers, etc. and unloading the dishwasher.
- Postage machine and copier maintenances includes adding, ordering supplies and reports reading.
- Monitors Account Payable invoices and Purchase Order email accounts.
- Performs other clerical duties as needed, such as filing, scanning, classifying and copying.
- Performs other duties as assigned.

Qualifications:

- Requires one-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Ability to answer phone in a professional, informative and helpful manner.
- Ability to manage several tasks in an efficient and organized way.
- Ability to work in a cooperative and supportive way with supervisors, co-workers, managers, other employees, clients, and subcontractors.

Physical Requirements:

The work environment characteristics described below are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to exert 50 pounds of force or more frequently, and to lift, carry, push or otherwise move objects.
- Work involves sitting, standing, walking, kneeling, bending, and climbing for varied amounts of time.

Equal Opportunity Employer, M/F/D/DV

Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We will not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.