

Receptionist

We're looking for a talented, self-motivated person to be our receptionist. Candidates must have the following skills:

- Outgoing, Pleasant Personality with Outstanding Verbal Communication Skills
- Strong Written Communication Skills
- Excellent Computer Skills, Especially Using Microsoft Office Programs Excel, Word and Outlook
- Ability to Work Well in a Team Environment
- Attention to Detail; Quick to Learn

This person will answer calls at our main switchboard and direct them within our companies. You will as time allows answer questions from customers regarding orders and products. You may also enter customer orders into our ERP/MRP system; help make sure ship dates are met; input data into customer portals; and handle a wide variety of other duties.

We offer:

- Competitive wages with advancement
- Excellent employee profit sharing plan
- Steady work environment

Please send a cover letter, a résumé and references to:

Lisle Corporation
Attn: Receptionist
PO Box 89
Clarinda, IA 51632

