

Receptionist

A revolutionary leader in the kids products industry, Boon, Inc. specializes in designing innovative, "outside-the-crib" solutions for modern parents. Simply stated, what we do is who we are. We consider ourselves to be a group of fun, friendly, solution driven people and strive to create products that echo these attributes. We achieve this goal by modeling every aspect of our company around innovative, integrity-based and customer-centric processes.

We are looking for a full time Receptionist who fits our company culture of motivated, driven, yet easy-going, group of people that aren't afraid to mix hard work with fun. The Receptionist plays an integral role with the Boon team as the "first face" of Boon Inc. The position is responsible for receptionist duties, shipping and receiving, other general office tasks, assisting the Customer Service Department...as well as any and all other job duties this position can handle.

Responsibilities:

- Enthusiastically and professionally answer, screen and transfer telephone calls
- Greet guests in a friendly but business-like manner
- Communicate with consumers with empathy so they know we truly understand their concern and that we will address their issue without delay, ultimately demonstrating that Boon provides the best customer service in the industry...perhaps in all industries!
- Process incoming and outgoing mail
- Assisting with shipping/receiving duties which includes the fulfillment of customer service shipments as well as other company mailings as requested
- Enter data into spreadsheets or reports
- Organize and file documents
- Assist with local product inventory and back room maintenance
- See to daily office upkeep
- Contribute and participate in team activities
- Any and all other job duties as assigned

Qualifications:

- Receptionist experience
- Minimum of high school education
- Working knowledge of Windows and MS Office software applications
- Excellent verbal and written communication skills
- Ability to multi-task, organize and prioritize in a fast paced environment
- Very enthusiastic and dependable
- Detail oriented and self-motivated
- Great interpersonal skills and enjoy contributing as a team player!

3/9/10LMP