

## **Butler Machinery Company Seasonal Part-Time Receptionist**

**The position will involve but not be limited to the following duties:**

- Answer incoming calls on a multi-line phone.
- Greet customers.
- Gather and distribute mail items.
- Assist with ordering and selling of merchandise and apparel.
- Manage and maintain literature racks.
- Work on various projects and tasks for multiple departments as needed.
- The seasonal schedule is May 21, 2018 thru August 31, 2018.
- The shift is Monday-Friday; mid-day hours (10 a.m.-2p.m.).
- Works within and promotes vision, mission, and values of BMC.
- Performs other duties as assigned.

### **Qualifications:**

- Experience with a multi-line phone required.
- Computer experience a must. Good skills in Excel and Word preferred.
- Ability to handle multiple projects for different departments with frequent interruptions.
- Enjoys working at a reception area.
- Is willing to work on simple tasks when called upon.
- Strong attention to detail and ability to multitask.

EOE/Minorities/Females/Vet/Disability

**Visit [www.butlerag.com](http://www.butlerag.com) to apply.**