



Receptionist/Administrative Assistant

Fusion Audio + Video is a full-service home technology and custom integrator serving the Upstate of South Carolina and Western North Carolina areas. Our team prioritizes providing clients with state-of the art solutions and service.

Job Description

We are looking for a dependable Receptionist/Administrative Assistant in our Greenville office. This position is an integral part of our team, ensuring that our front desk, facility and fleet operations run smoothly and efficiently. This role will handle receptionist duties and provide administrative support to several facets of the business, including marketing, accounting and operations. Professionalism, attention to detail, flexibility and outstanding customer service skills are a must.

Job Duties

- Greets, welcomes and directs office visitors and clients.
- Answers, screens and routes incoming phone calls. Document client information in CRM. ■ Maintains cleanliness of showroom and conference rooms.
- Sorts and distributes mail and packages.
- Manages office and breakroom inventory and stocking.
- Updates and distributes team contact information.
- Schedules facility service and maintenance as directed.
- Assists with fleet management by maintaining accurate records, managing Fleetmatics installation and performance, assigning key fobs, and scheduling service appointments.
- Assists with marketing deliverables, including apparel ordering and inventory, direct mailings, monthly client contact updates, company events and other initiatives as needed.
- Supports business operations, including quarterly client questionnaires, IT requests and device documentation.
- Provides administrative support to the team as needed, including bank deposits, meeting and event coordination, meeting documentation, scheduling catering, travel arrangements, special projects, filing, and shredding.
- Other duties as assigned.
- Completes Fusion required training and certifications.
- Adheres and maintains Fusion quality standards.

Qualifications

- 2 or more years of administrative or receptionist experience.
- Strong verbal and written communication skills.
- Ability to work under pressure.

- Detail oriented and organized; multi-tasker.
- Maintains strict confidentiality with client and company information.
check.



- Team player.
- Clean background

- Proficient in MS Office, including Outlook, Word and Excel.
- Ability to lift and carry up to 25 lbs.
- High school diploma or GED.
- 18 years of age or older.

FULL-TIME/PART-TIME

Full-Time

Benefits Offered

- Health insurance
- Health Savings Account option
- Vision Insurance
- Dental Insurance
- Paid Time Off
- Paid Holidays
- Simple IRA with company match

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this classification. They are not to be constructed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.