



Receptionist

Highland, IL

Job Summary: The receptionist serves as the first point of contact for employees, visitors, customers, and vendors. This role is responsible for creating a professional and welcoming environment while managing front desk operations, handling communications, and providing administrative support to ensure efficient office operations.

Reports to: Director of Human Resources

Essential Duties:

- Greet and assist visitors, employees, customers, and vendors in a professional and courteous manner.
- Answer, screen, and direct incoming phone calls promptly and accurately.
- Maintain visitor logs and issue visitor badges in accordance with company procedures.
- Coordinate conference room scheduling and meeting support as needed.
- Receive, sort, and distribute mail and packages.
- Maintain front lobby and reception area in a clean and organized manner.
- Assist with administrative tasks such as filing, data entry, scanning, and document preparation.
- Monitor applicable supplies and place orders as needed.
- Maintain confidentiality of sensitive employee and company information.
- Provide general administrative support to HR, Operations, or other teams as assigned by Manager.
- Follow company safety, security, and attendance policies.
- Perform other duties as assigned.

Requirements:

- High school diploma or equivalent required.
- Associate degree or administrative training preferred.
- 1–3 years of receptionist, customer service, or administrative experience preferred.
- Strong verbal and written communication skills.
- Professional presence and customer-service mindset.
- Ability to multitask and prioritize work in a fast-paced environment.
- Strong organizational and attention-to-detail skills.
- Proficiency with Microsoft Office Suite, including Outlook, Word, and Excel.
- Dependable attendance and punctuality.



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Contact: Basler Electric welcomes employment applications received directly from interested candidates. We prefer that you submit your resume in Microsoft® Word or Adobe® PDF format.

Basler Electric Company
Human Resources
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Fax: +1 618.654.2351
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Benefits: Basler offers a comprehensive benefits package which offers: Medical, Prescription, Dental, Vision, Life, and AD&D insurance; a 401k plan; paid leaves for Vacation, Holiday, Sick, Jury Duty, Bereavement; tuition reimbursement. All benefits are subject to eligibility requirements.

Compensation: We anticipate filling the Receptionist position with an expected compensation range of \$20 - \$23/hr. We are open to reviewing additional candidates with more or less experience and the pay range may differ if filled at a different level. Our pay ranges are determined by job, responsibility, and location. Starting pay and job title are based on location and job-related factors such as candidate experience, training, knowledge, and skills.