



New Horizons Telecom is looking for a highly motivated qualified individual to join our team as a receptionist. New Horizons Telecom, Inc. specializes in the delivery of turnkey telecommunications infrastructure solutions for clients within all major commercial sectors and industries.

A qualified individual will need to have good written and verbal communication skills, organizational skills, and ability to handle multi-line phone system in a fast paced, professional environment. You will need to be proficient with Windows, Microsoft Outlook, Excel and Word. You must also have the ability to work with a diverse group of people, including all levels of company employees, clients, vendors and other outside contacts with whom the company deals with on a regular basis.

The following are other responsibilities of the receptionist:

- Receptionist support; facilitate visitors requirements; route phone calls; take messages; route incoming faxes.
- Prepare outgoing mail correspondence; coordinate pickup of outgoing mail and packages.
- Maintain receptionist area to professional standard.
- Maintain the supply cabinet, order supplies as needed
- Prepare folders/labels for Master Job File files.
- Maintain Postage Meter.
- Maintain purchase order and packing list files in support of A/P processes.
- Assist with maintaining equipment files.
- Maintain conference room schedule.
- Maintain a clean and orderly front office and kitchen area.
- Apply clerical assistance to all departments as assigned per DBS.
- Pull documentation support for Accounts Receivable invoicing.
- Copy & highlight documentation for Accounts Receivable invoicing.
- Process mailing of Accounts Receivable invoicing.
- File Accounts Receivable documentation and invoices.
- Filing & File Maintenance
- Assist with Accounts Receivable records maintenance.
- Archive old files as directed.
- Maintain schedule of Billing Requirements for Accounts Receivable.
- Other duties as assigned.

Minimum requirements:

- High School Diploma Required
- 2 years' experience preferred working in an office administration setting preferably in operations and/or project management.

To apply please send a resume and cover letter to [job@nhtiusa.com](mailto:job@nhtiusa.com) we look forward to hearing from you!