

**COX PETROLEUM TRANSPORT
JOB DESCRIPTION**

Job Title: **Receptionist**

Location: Bakersfield Terminal

Reports to: Pamela Orsburn

Job Summary:

Basic Receptionist duties regarding customer service, phones, filing, supplies, mail, and computers, Invoicing, and printing, dealing with customer demands. Paperwork distribution.

Essential Functions/Responsibilities:

- Greeting inside/outside individuals on a daily basis in person and by phone.
- Distributing mail and packages to individuals within the company.
- Delivering outgoing mail or packages to USPS, Fed Ex on a daily basis.
- Making and distributing supply order out to the Company.
- Email communication and also paperwork filing.
- Preparing Invoices and printing them to mail out.
- Dealing with Customer requests regarding paperwork.
- Inputting billing information to online customer websites for payments.

Other Duties:

- Assisting other Departments in daily duties.
- Coordinating reservations for employees when needed.
- Keeping record for shredding of documents. (BARC)
- Monitoring paper levels in all printing equipment.

Skills Required:

- Professionalism
- Appropriate Dress Attire
- Communication Skills
- Self Independent Worker
- Computer Skills