



NEW ENGLAND DISPOSAL TECHNOLOGIES, INC.

RECEPTIONIST JOB POSTING

NEDT (New England Disposal Technologies) seeks to hire a customer-friendly individual as a full-time receptionist based out of our Sutton, MA headquarters.

You will be the first point of contact for our customers when they call NEDT. As the receptionist, your job will be to listen to the caller, ask appropriate questions if necessary, and then transfer the call to the proper NEDT staff member. Patience and empathy are key to making a good positive first impression.

Duties:

- Welcomes visitors, potential customers, and customers greeting, referring them to the appropriate person, or helping the customer by answering basic questions.
- Forward sales information by answering the telephone, receiving emails and faxes; recording and delivering messages; date-stamping documents; pickup, receiving, preparing, and delivering mail and packages; maintaining postage meter.
- Presents a welcoming environment by keeping the reception area neat and clean.
- Provides office supplies and services by maintaining inventory; placing orders; arranging for equipment repairs; servicing equipment.
- Completes special management projects by utilizing computer skills and organizing information and requirements, meeting schedules.
- Keeping Records in order
- Process customer credit applications

Hours and Pay:

- \$19/hr.
- 8:30 am – 5:00 pm Mon – Fri

Why work for NEDT?

- 401K matching program
- Wellness program
- Comprehensive health insurance benefits coverage starts immediately upon full-time employment
- Opportunities for growth and development for all the stages of your career.
- Generous paid time off, company paid training and tuition reimbursement
- Positive and safe work environments

Interested? Send resume to sales@nedtinc.com or call (508)234-4440.

NEDTinc.org