



TECHSOURCE[®]

A Science & Engineering Consultancy

Job Title: Front Desk Receptionist

Location: Los Alamos, NM

Position Type: Full-Time

Position Description

- Provides general administrative and clerical support such as photocopying, faxing, and filing.
- Monitors visitor access and maintains security awareness.
- Handles queries from customers in-person and via phone and email.
- Answers telephone, directs callers and takes and delivers messages as appropriate.
- Coordinates scheduling of meeting rooms and occasional event planning.
- Ensures that office and kitchen supplies are maintained.
- Receives and dispatches deliveries.
- Receives and coordinates mail deliveries.
- Assists the Human Resources Department with recruitment, onboarding, data entry, and other tasks as necessary.
- Prepares correspondence and documents.

Required Knowledge and Experience

- H.S. Degree or equivalency.
- Excellent customer service skills and ability to gracefully handle complaints.
- Aptitude and willingness to learn.
- Ability to multi-task.
- Experienced using Microsoft Office suite of applications, including Word, Excel, and PowerPoint.
- Comfortable using and researching through the Internet.
- Punctuality.

Preferred Experience

- Prior exposure to and/or experience in a professional office environment.





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About TechSource, Inc.

TechSource is a nationally recognized engineering consultancy specializing in the management and technical delivery of large-scale nuclear and high-technology projects. TechSource provides direct access to more than 600 experts and industry leaders in the nuclear sciences, non-proliferation technologies, accelerator physics, and systems engineering arenas. TechSource's outstanding technical service has earned the company a client retention rate of over 95 percent.

TechSource is an Equal Opportunity Employer. Minorities, women, persons with disabilities, and veterans are encouraged to apply.

