

Overview

ESI is seeking an Administrative Assistant to join our Customer Service Team in Kennesaw, GA. Please see below for the key responsibilities and requirements of this position. If you have the necessary knowledge, experience and enthusiasm, then we would like to hear from you. Please e-mail your resume to resume@esitenn.com.

Administrative Assistant

Responsibilities:

- Answer all incoming company phone calls and connect the phone call using the switchboard to the appropriate personnel
- Greet all guests including clients, vendors, etc.
- Receive, sort and deliver all incoming mail to the appropriate personnel (USPS, FedEx, etc.)
- General administrative tasks including copying, filing, creating labels, etc.
- Create and maintain office documents and spreadsheets including interoffice phone directory, etc.
- Reference travel and vacation calendars
- Assist in all departments as needed

Requirements:

- Excellent communication skills (both verbal and written)
- Knowledge of switchboard functions and capable of paging employees over the intercom in a professional manner
- Extremely detail-oriented, efficient, organized, self-starter and capable of multi-tasking
- Proficient in MS Office (Excel, Word and Outlook)
- Efficient typing skills and data entry
- Ability to work with a wide range of personalities in a fast paced project oriented environment

Company



ESI Inc. of Tennessee is a design engineering and construction firm that specializes in steam and power generation facilities. We are the **Steam & Power SPECIAL FORCES®** providing clients with innovative, cost-effective, and environmentally-friendly solutions. For additional information, please visit our website at www.esitenn.com.

ESI is an employee-owned company that offers competitive hourly pay, a complete benefits package, profit sharing plan, work-out facility on-site, and works only a half-day on Fridays.