



Receptionist

Department: Administration

Location: Littleton, Colorado

U.S. Citizenship Required for this Position: Yes

Travel: Minimal, local

Schedule: Full-time

Description of Business Environment:

Peace is often associated with passivity. At Rocky Mountain Scientific Laboratory, we associate peace with strength, courage, and action. We know that enabling peace to prevail is not for the faint of heart, which is why we built our company foundation on the core values of Integrity, Quality, Agility, and Grit. We pride ourselves in providing unequalled services and technologies in the field of applied energetics to our customers. Our experts possess extensive knowledge and capability in energetic materials and military systems enabling them to offer analytical characterization, modeling & simulation, design, system integration, prototyping, test engineering, and proof-of-concept production services covering a wide range of applications. Our strengths lie in our ability and relentless determination to get the job done quickly and affordably.

RMSL is an Equal Employment Opportunity (EEO), Affirmative Action employer and welcomes all qualified applicants. All qualified applicants will receive fair and impartial consideration for employment without regard to race, color, religion, sex, age, disability, veteran status, national origin or other legally protected status. An applicant with a disability or a disabled veteran can request reasonable accommodation to apply for one of our positions. The specialized staff at RMSL combines their exceptional knowledge with a passion for excellence.

Specific Job Description:

RMSL is a growth company with an opportunity for a Receptionist to join the administrative team. This position will report to the Controller.

Duties Include:

- Answers, screens, and forwards incoming phone calls to the appropriate team member
- Welcomes visitors professionally by greeting, directing, and announcing them
- Maintains security by following procedures and controlling access, monitoring the sign-in book, and issuing visitor badges
- Maintains the telephone admin system and employee directories
- Assists the purchasing department by completing and submitting expense reports on behalf of employees utilizing the electronic expense system
- Maintains office supply inventory and places restock orders as necessary
- Maintains a safe and clean reception area
- Maintains the cleanliness and orderliness of the conference room and prepares it for meetings and visitors
- Maintains conference room supplies including refreshments for guests



- Maintains the orderliness of the bathroom and kitchen areas, including restocking supplies
- Receives and sorts daily mail/deliveries/couriers
- Book travel in a cost and time effective manner
- Performs other clerical duties such as filing, photocopying, collating, faxing, etc.
- Provides assistance and support for the Controller and other leadership
- Contributes to team effort by accomplishing related tasks as needed
- Other duties as required by management

Required Skills:

- Must possess excellent interpersonal and communications skills, both written and verbal
- Ability to organize, multitask, prioritize and work under pressure
- Professional telephone etiquette
- Proficient with Microsoft Office Suite
- Organization and attention to detail
- Physical requirements:
 - Must be able to sit for extended periods of time; must be able to lift up to 25 lbs.; must have the ability to see near and far and work with a computer monitor on a daily basis
 - Required to bend, sit, stand and lift to perform job effectively
- Must be able to work overtime as required

Minimum Qualifications:

- Professional appearance and demeanor
- US Citizenship
- High school diploma or equivalent
- Proven working experience in similar roles

Preferred Qualifications:

- Associates Degree in communications, administration, business or other relevant field

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

We offer a competitive compensation and benefits package and a dynamic, team oriented, and fun environment. Some on-the-job training is provided; compensation and title contingent upon experience. If you are interested in knowing more about this great opportunity, please send a resume and cover letter expressing why this role may be suitable for you along with salary requirements to: jobs@rmsl.net.

Visit our website at www.rmsl.net to learn more.