



Harmony Enterprises, an Equal Opportunity (EEO/AA) Employer, is hiring for the position of Receptionist.

Receptionist Job Description

Required Skills: Excellent communication and telephone skills, familiar with MS Office software, highly organized, good time management skills, and have the ability to work as a team member.

Preferred Skills: Accounts Payable experience, UPS World Ship

Responsibilities:

- First Point of Contact
- Answer Phone
- Accounts Payable Data Entry
- Reconcile Accounts Payable Statements
- Process UPS Shipments
- Up Load Documents into M-Files
- Obtain Certificates of Insurance from Vendors and Maintain Records
- Inbound and Outbound Mail Distribution
- Order Office Supplies

Applicants should have and desire qualities that align with our company's Core Values:

- Commitment
- Passion
- Innovation
- The Courage To Make A Difference
- Enhancing Our Shared Experience

Pay will be based on experience.

Interested candidates, please submit resume and job application online at <https://harmony1.com/about-us/employment-opportunities/>, apply in person, or mail to Stephanie Fisher, HR Administrator, Harmony Enterprises, Inc., 704 Main Ave N, Harmony, MN 55939.