

### **Position Posting – Receptionist**

Sequoyah Electric is an industry leader in the design, construction and maintenance of electrical and low voltage systems in the Puget Sound Area. We are currently seeking a Receptionist to work in our Redmond, WA office. Position responsibilities include providing reception desk coverage including greeting guests, managing multiple phone lines, processing mail and shipping requests, data entry, and providing administrative support to the accounting department and organization when needed.

#### **Qualification Requirements**

- High school diploma or equivalent
- Minimum 1 year of experience providing administrative/accounting support in a professional office setting
- Proficient in a variety of computer software applications including Microsoft Outlook, Word and Excel
- Proficient at typing and 10-key by touch
- Ability to accurately and calmly handle multiple priorities with interruptions and still meet deadlines

#### **Employee Benefit Program**

- Employer Paid Medical, dental and vision for employee and dependents
- 401(k) and Roth(k) retirement plans
- Holiday, vacation, and sick leave compensation
- Employee and Dependent Life Insurance; Long-Term Disability and AD&D income protection
- AFLAC supplemental healthcare coverage and unreimbursed medical plans also available

#### **How to Apply**

Email cover letter and resume to [hr@sequoyah.com](mailto:hr@sequoyah.com) with the title of the position in the subject line. Learn more at [www.sequoyah.com](http://www.sequoyah.com).

Sequoyah is an equal opportunity employer. We are a non-smoking facility and a drug and alcohol-free workplace. All new hires and employees are subject to drug testing in accordance with company policy. All employees of Sequoyah are expected to perform tasks as assigned by Sequoyah management personnel, regardless of job title or routine job duties.