



Receptionist

The Receptionist/Administrative Assistant is responsible for providing excellent customer service when answering incoming calls, directing calls to appropriate associates, managing the flow of communication, and performing additional clerical duties pertinent to the Administration Department.

Essential Functions

- Reception duties including, but not limited to: answering phones and directing to appropriate recipients, greeting visitors, issuing visitor badges, keeping a visitor log, monitoring visitor activity.
- Resolving first-level concerns of inbound callers prior to escalating.
- Managing the flow of communication utilizing phones, e-mail, and several systems of record.
- Providing general office support with a variety of clerical and administrative tasks.
- Assisting the Repossession Processors and Skip Team with routine administrative and clerical functions.

Education and Experience

- High school diploma or G.E.D required
- At least 1 year of customer service or administration in any office related industry
- Phone experience required, must be able to answer and complete multiple phone lines.
- Working Microsoft Office, Word, Excel, PowerPoint and Outlook experience

Location Services is the nation's only vertically integrated provider of end-to-end recovery, skip tracing, LPR, locksmith and transportation services within the automotive industry. We deliver more than just our services. Our strong drive for building relationships with our client and vendor partners is evident in our business operations and culture. Our dedicated staff caters to our client's SLA needs with integrity and commitment.

Location Services provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Location Services complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.