



The Sky is the Limit!

Receptionist/Administrative Assistant (Manufacturing), Bronx, NY

Skyline Windows is seeking a professional and polished Receptionist/Administrative Assistant to work in our Bronx, NY office with a “Sky is the Limit” mentality. The Receptionist/Administrative Assistant will manage the switchboard, receive visitors and perform various administrative tasks. The successful candidate will be able to demonstrate the ability to manage multiple priorities, be punctual, be flexible and interact professionally with staff, clients, visitors and vendors.

Core Responsibilities:

Switchboard & Visitors

- Screen calls for the various Departments and the CEO
- Direct callers to the appropriate departments
- Reset holiday prompts as necessary
- Responsible for Visitor Log in book
- Generate Guest Wi-Fi passwords
- Ensure adjoining parking lot traffic is managed

Mail and Supplies

- Order and manage office supplies, reconcile supply invoices
- Manage Neo Post Machine, purchase postage and order toner
- Manage and distribute incoming mail/stamp outgoing mail
- Create Fed Ex pickups, order supplies and log incoming packages into Excel

Administrative Duties

- Assist administration assistant and other staff in projects or clerical duties
- Forward bid emails to proper department
- Scanning as assigned
- Update company directory on an ongoing basis
- Order lunches for various meetings
- Maintain neatness of Reception area, Showroom and Front Conference Rooms
- Process submittals for the Volume Sales Department
- Post jobs, conduct phone screens and schedule interviews for various positions
- Assist with coordinating Summer events with HR Manager for NY/NJ locations

Experience & Education:

- High School Diploma or GED required
- 2-3 years of proven work experience as a receptionist and administrative assistant

Skills/Competencies:

- Punctual
- Positive and professional attitude at all times
- Ability to deal with multiple items at the same time
- Strong verbal and written communication skills
- Ability to diffuse situations over the phone and in person as necessary
- Proficiency in MS Office Suite

Skyline Windows is one of the premier custom window manufacturers in the U.S, employing over 350 people. Skyline Windows specializes in the design, manufacturing and installation of architectural grade aluminum windows and doors.

Skyline is a fourth generation, family run business that is unique in that we are both manufacturers and installers of our own products. All of our work, from engineering and drafting, to manufacturing and installation, is done by full-time Skyline employees. This provides our Clients with true single source responsibility and makes Skyline the safe choice to assure their project is installed properly and on time. We operate mostly in New York City and supply proprietary products to large-scale residential and commercial buildings, including new construction and historic restorations.

Salary is commensurate with experience. We offer a competitive medical and insurance benefits package for all full-time employees as well as a 401(k) program.

Skyline Windows is an equal opportunity employer.