

Administrative Associate - Career Building Opportunity, Bayonne NJ

Company Overview

First Allegiance is an established, woman-owned, property service firm located in Bayonne, NJ. We provide a wide range of services on bank-owned properties throughout the United States. First Allegiance is a forward thinking company with a reputation for creativity, quality service, and professionalism. We are a growing company with a deep appreciation for excellence in employee performance. Please visit www.firstallegiance.com to learn more.

Job Description

The Receptionist will provide general office support via a variety of clerical activities and related tasks. The Receptionist will be the first point of contact for First Allegiance and will be responsible for:

- Answering, screening and transferring incoming phone calls
- Greeting, welcoming and directing visitors appropriately
- Receiving, sorting and forwarding incoming mail, as appropriate.
- Coordinating the pick-up and delivery of express mail services (FedEx, UPS, etc.).
- Taking inventory of supply closet, breakroom and kitchen and replenishing supplies
- Ensuring all common areas are clean, neat and organized.
- Assisting with other clerical duties such as copying, faxing, filing and maintaining spreadsheets
- Performing other office-related duties, as assigned

Job Requirements

- 3-6 years of experience as a Receptionist
- Exceptional phone etiquette and professional communication skills
- Positive upbeat attitude
- Excellent attention to detail; organized
- Ability to effectively multi-task
- Solid work ethic, reliable and dependable
- Experienced in MS Office: Outlook, Word and Excel
- Additional hours/rotating Saturday morning coverage required during peak production periods
- Local candidates preferred

Package Overview

- Full time; 10 am – 7 pm (including two 30 minute breaks)
- 40 hours per week, overtime rate after 40 working hours
- Competitive salary commensurate with experience
- Paid Time Off plan that grows with longevity; paid holidays; perk programs
- Medical, dental, and vision offerings (with employee contributions)
- Medical and dependent care FSA offerings
- Matching 401(k) retirement offering
- Team building and employee appreciation events
- Career growth and development opportunities

To apply, please visit www.firstallegiance.com/employment.

Additional Keywords: Customer service, vendor management, call center, phone, administrative, admin, assistant, sales, real estate, property management, property preservation, reo, real estate, default, construction, Staten Island, Jersey City, Hudson County, team, lead, leadership, leader, collections, quality control, bookkeeper.

Equal Opportunity Employer: As an equal opportunity employer, our employment practices are in accordance with the laws that prohibit discrimination due to sex, race, religion, creed, color, national origin, ancestry, physical or mental handicap or disability, medical condition, marital status, sexual orientation, sexual identity, sexual expression, genetic composition, familial status, domestic partner or civil union status, veteran's status, age or any other basis made unlawful by federal, state or local law or ordinance or regulation.