

Receptionist:

Who we are:

ColinKurtis Advertising and Design develops and designs strategic marketing solutions so that our clients can create meaningful brand experiences for their customers. Here at CK, we focus on people first—the people we work for and the people who work for us. We believe that when quality people do amazing work for clients who value what we do, we all benefit.

Who you are:

An “I will do whatever it takes, multi-tasking, time management animal” with an attention to detail and soft accounting skills. A person with the ability to comprehend, learn, and master our operating software (it’s not that hard I know you can). Someone that wants to be part of a growing team, is not afraid to ask questions, and brings their best every day.

What you’ll do

- Run client time reports from our software
- Run receivable and payable reports from our software
- Handle daily requests from the President of the company
- Work with vendors on building maintenance needs in an effort to have them estimated and performed by the vendors
- Post software entries to paper forms
- Organize and Maintain our physical magazine base
- Scanning and emailing of any documents requests
- Manage and efficiently order all office supplies
- Accepting, sorting and Delivering all incoming and outgoing mail and FedEx packages
- Refill postage meter
- Stock company refreshment area
- Great all guests and make them feel welcome
- Work with phone vendor on set-up and management of new and existing phones
- Cut all company checks as instructed
- Inform and be the company contact on receivable collection
- Check Enter all vendor payables against estimates and enter into system
- Prepare monthly commission reports
- Set up all new vendors and clients in the system
- Close Jobs upon instruction in the system
- File all necessary paperwork

What you need

- Previous Experience with the majority of tasks needed
- Ability to work in a fast-paced environment
- Great at multitasking and managing multiple priorities
- Positivity for your work and being part of a team
- Skilled in Microsoft Word and Excel
- Good Phone and email communication skills
- Comfortable using creative agency technology platforms, such as Clients and Profits, Trello and Dropbox

What Else Would be Nice

- Comfortable using creative agency technology platforms, such as Clients and Profits, Trello and Dropbox
- Experience working inside of an Advertising Agency

Why ColinKurtis

When you work here, you're always in the know and part of a team, because we share the big picture and work together on the small details that make us successful. We know it takes more to make a job awesome, so we provide more than the expected. We offer competitive salaries and top-of-the-line benefits including generous vacation time, subsidized health insurance and a 401k with up to 3% company match. You work for a reason, and that's why we take great pride in providing opportunities that benefit you and the important people in your life. CK has grown a lot in 20 years and, with more great people like you, we'll continue to grow.

If this sounds like you, send us an email and be sure to include your resume, a link to your portfolio and a few of your best writing samples.

Email: info@colinkurtis.com