



PART-TIME RECEPTIONIST

Riverside, CA

Date Posted: April 2018

Babcock Labs is seeking two (2) highly motivated part-time receptionists, responsible for providing administrative support to the Customer Service team. Both positions will work Monday through Friday, with the first shift from 8am—12:30pm and the second shift from 12:30pm—5pm. The main areas of responsibility include customer service via telecommunications and client relationship management (CRM) systems.

The Right Fit

If the following statements describe you, keep reading about this opportunity to join our team:

- I consider myself to be a “people person” and enjoy cultivating meaningful relationships with clients and coworkers .
- I pride myself on my ability to honor commitments, meet deadlines, and be responsive to the needs of others.
- I am reliable and always put forth my best effort.
- I endeavor to always do the right thing.

Rate: \$13-\$15 per hour

About Us

Babcock Laboratories has been safeguarding public health and the environment through expert analytical testing services for over 110 years. We are a 100% employee-owned company that values integrity, respect, knowledge, equity, accountability, communication, and camaraderie. How will *you* contribute to our legacy?

The Ideal Candidate

- Is detail-oriented and thorough
- Can work both independently and collaboratively with other team members
- Quickly identifies problems and utilizes appropriate resources to find solutions
- Has excellent listening, critical thinking, time management, organization, and communication skills

In addition to pay and [benefits](#), Babcock Labs is an employee-owned company and employee owners are rewarded for long and loyal service to the Company through stock ownership opportunities. [Learn more.](#)

Duties and Responsibilities

- Answer incoming phone calls, assist callers, and ensure the caller is transferred appropriately, as needed
- Provide basic and preliminary service and sales information to callers
- Organize and file a wide variety of paper reports
- Process client payments
- Participate in Customer Service training and initiatives
- Complete miscellaneous administrative tasks, as assigned

Requirements

- High school diploma
- Computer literacy required (Word, Publisher, Excel, Outlook, etc.)
- Telecommunications literacy required (operating telephone equipment)
- Customer service and CRM experience preferred

To Apply

Complete the online job application ([click here](#))

As required by federal law we must record certain statistical information to be part of our Affirmative Action Plan. The information you provide on both voluntary self-identification forms will remain confidential and will not be used against you in any way.

Learn More:

www.babcocklabs.com/careers

Please Note: Babcock Laboratories, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color religion, sex, including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.