

Receptionist

Vision Graphics has an immediate need for a receptionist/phone operator.

If you like to talk to people and tell them where to go... this may be the job for you. Keep reading...

Job Details & Requirements

Type: Full Time

Location: On-site, Salt Lake City

Required Travel: None

Education/Experience: High school diploma

Experience: 2 years, preferable

Reports to: Director of Production

Necessary Skills:

- Strong communications skills (verbal and written) and the ability to positively interface with external and internal customers
- Strong organization skills
- Courteous, kind and patient
- Time management and prioritization skills
- Ability to handle several tasks at once while remaining calm and professional
- Solid computer skills with working knowledge of MS Office and Excel

This position requires someone who can listen to a customer's need, either in person or on the phone, and direct them to the best person who can help them.

There will be times when multiple people are trying to get your attention, and that's ok. If you can be patient and organized, everything works out for the best.

Responsibilities

Our receptionist is the face of the company and greets walk-in clients, assists with orders, finds finished jobs and rings up the occasional sales transaction.

Also, the receptionist answers all phone calls personally and routes them appropriately. We believe that our clients should talk to a live voice, so there is no hiding behind a phone tree.



Some light filing duties occur from time to time. Also, sorting and distributing the mail.

Our receptionist must be dependable, available for the scheduled shift and willing to be consistent during the work week.

Hours are Monday-Friday, 8-5, except for posted holidays.

Salary & Benefits

We offer a competitive wage. Other benefits include:

- Competitive health care program, including medical, dental and vision, starting after 60 days.
- 401K Program
- Paid vacation and personal time off

About Us

For almost 50 years, SBR/Vision Graphics has provided visual communications products to regional, national and international clients. As the XXL graphics specialist, our work has been seen by over a BILLION people worldwide. We produce and install banners, flags, building and auto wraps, and floor & window graphics. We produce blueprints and plans and we sell and service printing equipment. We produce business cards, flyers, brochures and other documents. We also provide full-business solutions by managing, printing and delivering corporate and event signage, graphics and documents.

About Our Culture

We're ranked in the Top 20 nationally in our industry, which is no small feat for a Utah-based company. We have made our mark by focusing on the little things and improving our processes every day. Our environment is casual, but fast-paced, and we put our energy into making customers happy. We work together as a team and we support each other from start to finish, and we appreciate those who work to get the job done right. This kind of attitude has kept our customer sat scores high and our repeat business ratios higher.

Our Clients

We mostly serve businesses in the intermountain west. We also have clients nationally who trust us to produce work that accurately reflects their values and brand. While we



work with a broad spectrum of companies, we specialize in partnering with franchises who require assistance with content management and logistics, in addition to the highest-quality printed materials.

How to Apply

Send resumes to:

jobs@printshop-jobs.com

No phone calls or walk-ins please.

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