

## RECEPTIONIST

**PICO Chemical Corporation**, Chicago Heights, Illinois, is an ISO 9001:2015 certified manufacturer of specialized industrial chemicals and lubricants since 1976. The industries we supply include coatings, paints, inks, resins, adhesives, etc. manufacturers, metal working, metal forming, steel producing, steel processing and steel service centers and their industry-related applications worldwide.

In addition, **PICO** and its associated Monarch Performance Products Corporation manufacture specialty adhesion promoters for formulators of: automotive PVC and acrylic plastisols; high-voltage insulator coatings; pre-applied sealants / dip coatings; and other specific adhesive and protective coating manufacturers.

We are seeking an experienced Receptionist for our Chicago Heights, Illinois, headquarters.

### Responsibilities

- Answer phone calls and take messages in a timely manner.
- Route incoming calls correctly and place outgoing calls.
- Schedule appointments including manage and maintain electronic calendars.
- Greet customers, clients, and other visitors. Inform other employees of visitor arrivals or cancellations.
- Check in visitors and direct or escort them to specific destinations.
- Maintain security by monitoring visitor log book and following procedure.
- Respond to inquiries and generally represent the company in a professional manner.
- Enter customer data and send correspondence and email.
- Manage incoming and outgoing mail.
- Work unsupervised and stay busy; adaptable to work under supervision as needed.
- Maintain equipment in operational and clean order.
- Communicate effectively across all organizational levels.
- Maintain a clean, safe, and orderly work area.
- Follow company Work Instructions, rules and regulations, safety precautions, and maintain quality standards.
- Assist **PICO's** Customer Service Department as needed.
- In addition to these typical duties, individual may perform other duties as assigned and required.

### Qualifications

- Minimum two years experience in receptionist position.
- High school degree (minimum). Associate or four-year college degree a plus.
- Computer literate. Must know Microsoft Word, Excel, Power Point, Outlook.
- Read, write, and speak English as main language.
- Good verbal and written communication skills. Work with accuracy and attention to detail.
- Friendly, patient.
- Excellent interpersonal, customer service, communication, and phone etiquette skills.
- Ability to multitask, take messages, schedule appointments, maintain files.
- Ability to remain calm in a crisis.
- Physical requirements: ability to bend, twist, stoop, reach, climb step stool.
- Must be detail oriented, dependable, good job performance, and excellent attendance with strong work ethic.
- Must pass pre-employment physical and drug test prior to being considered for employment.

### General Scope of Present Position

Employment Type: Full time  
Department: Office  
Work Schedule: 8:30 AM to 3:30 PM Monday through Friday (32½-hour work week)  
Position Location: Chicago Heights, Illinois  
Pay Range: \$10.00 to \$15.00 per hour, depending upon experience  
Probation Period: 120 days  
Benefits: Employee life/medical insurance, vision and AFLAC option, Simple IRA, 10 days paid time off (PTO) after 1 year employment, holiday pay, clean environment. Tuition reimbursement (employment-related courses).  
To Apply: Email current résumé and salary history to Richard Pisarski Sr. ([picosr@picochemical.com](mailto:picosr@picochemical.com)) or fax to 708-757-4940.  
**PICO Chemical Corporation** is an equal opportunity employer.  
Website: [www.picochemical.com](http://www.picochemical.com)