



## Main Office Receptionist – Colfax, WA

**We are looking to add to our Administrative Team at the Main Office!**

*The McGregor Company serves growers in Washington, Idaho and Oregon with the seed, crop inputs, equipment, services, research and advice needed to raise healthy, sustainable crops. Our Main Office Administrative Team provides the high standard of customer service and support that is indicative of The McGregor Difference!*

### **Main Duties:**

- Pleasantly welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Direct visitors by maintaining employee and department directories; giving instructions.
- Assist with general correspondence and operating office equipment
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

### **Requirements/Skills**

- Work experience in a similar position preferred
- Proficiency in MS Office suite preferred
- High School degree or equivalent
- Professional attitude and appearance.
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills and ability to use equipment found in typical office settings

### **Position Details:**

- 30 hours/week with additional hours during peak busy seasons
- Benefit package (medical, dental, vision, 401k, vacation, life insurance, + more)
- Drug Free Workplace

**➔ To Apply: send resume and completed employment application to  
[hr@mcgregor.com](mailto:hr@mcgregor.com)**

**Application available on the Careers page at [www.mcgregor.com](http://www.mcgregor.com)**