



RECEPTIONIST

Corporate: Research Triangle Park/Morrisville, North Carolina, USA
500 Perimeter Park Drive Suite D, Morrisville, NC 27560

Job Title: Receptionist

Department: Administrative

Status: Full-time

About Us:

ISSUER DIRECT (NYSE: ISDR) is a global communications and compliance platform company, with offices in Research Triangle Park, NC, Salt Lake City UT, Canada, and London. Thousands of CEO's, CFO's, compliance and shareholder communications professionals around the world rely on ISSUER DIRECT to deliver their company's vision to the market and to stay in compliance with regulatory agencies.

As one of fastest growing companies in our space, we are excited to be recruiting for skilled professionals looking to be a part of our dynamic team!

We're looking for a Receptionist to join our growing organization. The Receptionist will provide a welcoming approach to all employees and visitors while efficiently managing reception areas to accommodate personnel and visitor needs. Responsible for client communication over the phone and providing friendly, knowledgeable and courteous first impressions to guests and visitors while anticipating needs. Manages answering incoming calls, directing calls to appropriate departments, mail distribution, flow of correspondence, requisition of supplies as well as additional duties assigned by the CEO and HR Manager.

A Day in the Life:

- Answers telephones and directs the caller to the appropriate department.
- Greets and directs visitors to the company in a professional manner.
- Monitors visitor access and maintain security awareness.
- Remains professional at all times.
- Takes and retrieves messages for personnel and external clients.
- Provides callers with information such as company address, directions to the company location, company fax numbers, company website and other related information.
- Receives, sorts and forwards incoming mail.
- Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.).
- Assists in the ordering, receiving, stocking and distribution of office supplies.
- Provides general administrative and clerical support.
- Prepares correspondence and documents.
- Schedules meetings and ensures accuracy.
- Organizes conference and meeting room bookings.
- Coordinates meetings and organizes catering.
- Handles event coordination, both internally and externally.



- Maintains office services as required (such as cleaners and maintenance companies).
- Makes travel arrangements based on all management and Board itineraries.
- Assists with other related clerical duties such as photocopying, faxing, filing and collating.

About You:

Knowledge, Skills & Abilities

- You engage and partner with clients and internal partners as required
- Excellent oral and written communication skills
- Professionalism
- Interpersonal skills
- Excellent customer service and relationship building skills
- Excel in problem-solving
- Great attention to detail
- Self-driven
- Excellent time management and organizational skills
- Ability to prioritize and leverage resources successfully
- Proficiency in PC/Internet technologies and Microsoft Office Suite

Education & Experience

- Associate's degree or equivalent work experience
- 2+ years' experience as a receptionist or administrative assistant required

Perks & Benefits:

- 100% company paid medical coverage, with optional dental & vision benefits
- 100% company paid Short-Term Disability, Long-Term Disability, and Life Insurance
- 100% company paid Telemedicine
- Employee Assistance Program & Health Advocate available for all employees
- Flexible Spending Account (FSA) & Health Savings Account (HSA)
- Company discounts on social & entertainment
- 401(k) with match
- Generous and flexible PTO policy & Holiday Pay

Issuer Direct is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability and protected veterans status or any other characteristic protected by law.

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