



**METAL SHARK**  
METALSHARKBOATS.COM

## **JOB OPENING**

### **Receptionist**

#### **About Us:**

Metal Shark is a leading shipbuilder specializing in the design and production of boats and ships for military, law enforcement, fire rescue, and a wide spectrum of commercial applications. At its facilities in Franklin and Jeanerette, Louisiana, Metal Shark manufactures vessels in aluminum, steel, and fiberglass, with current capabilities supporting production for vessels up to 250' in length. We are currently hiring a Receptionist for our Jeanerette, Louisiana facility.

#### **Daily Duties**

- Serve visitors by greeting, welcoming, directing, and announcing them appropriately; monitor visitor logbook
- Answer, screen, and forward any incoming phone calls while providing basic information when needed; take and relay messages. Forward voice mails in AM to proper department
- Notify stockroom of truck deliveries
- Provide general administrative and clerical support
- Vehicle sign in and out (Open in AM and lock PM)
- Life Jacket sign in and out
- Prepare conference room for guests; maintain calendar scheduling
- Order office and kitchen supplies
- Daily Production Summary Notes
- Transporter Tag Distribution
- Maintain and monitor office supplies usage and replenishment
- Travel arrangements for traveling technicians (when needed)
- Distribution of incoming mail and interdepartmental mail
- Other duties assigned as needed

#### **Candidate Requirements**

- Minimum 5 years of experience as receptionist, secretary, or office manager.
- Intermediate to advanced skills with Microsoft Office (Word, Excel, Outlook).
- Excellent organizational and multi-tasking abilities. Must be able to work in a fast-paced environment.
- Must be able to both think and work “outside of the box”. With our growing company, job duties may change day-to-day.
- Being a team-player is critical to this position.
- Professionalism and a great attitude are essential for our company culture.