



Summary:

Haigh-Farr is a premier antenna design, manufacturing and test house developing products used across all platforms in the aerospace industry including missions to Mars, the International Space Station and products fielded to the U.S. Military supporting the warfighter. In our over 50-year history we have enjoyed steady, planned growth. In 2020, Haigh-Farr plans to further grow our team and capabilities to meet increasing demand and to expand into new markets and antenna technologies.

Haigh-Farr is seeking an Office Receptionist to assist and support the Administrative and HR Departments. The ideal candidate will work efficiently as a team member with the ability to complete assigned tasks independently.

Responsibilities:

- Greets customers, visitors and guests in a professional manner; provides direction and information to them while they await the person meeting with them. Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Answers, screens, and directs calls to staff; takes messages and schedules appointments.
- Receives mail, documents, and packages; distributes them according to office protocol.
- Performs administrative, clerical, and HR-related support, as required.

Knowledge & Skills:

- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills.
- Basic understanding of administrative and clerical procedures and systems.
- Proficient with Microsoft Office suite or related software.

Qualifications:

- High school diploma or equivalent required. College education is a plus.



- 5 years of administrative support experience.
- U.S. citizenship required. Ability to possess a security clearance.
- Professional business attire is required.

Why should you join Haigh-Farr?

Haigh-Farr is a fast paced, growing company that recognizes employees with a promote-from-within philosophy. We believe in a friendly work environment where employee contributions are well received and a key component to our success. Our facility features state of the art technology and the latest manufacturing and testing capabilities. Please see more details about our benefits below.

- Health Insurance Plan with Health Reimbursement Feature, Dental Insurance and Vision Insurance
- Flexible Spending Accounts – Health and Dependent Care
- Company Paid Disability Insurance and Group Term Life Insurance
- Paid Vacation, Holidays, and Sick Time
- 401K with Company Match
- Competitive salary, commensurate with experience and capabilities
- Company Sponsored Social Events – pizza luncheons, golf outings, food truck BBQ luncheons, Holiday Parties
- Wellness Prevention – Annual In-House Flu Clinic, Gym Membership discount through Health Insurance Plan