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**JOB TITLE: Front Desk Administrator**Department: **Operations**Reports to: **Sales Operations Manager**Classification: **Full-Time / Hourly**Location: **Irvine, CA**Work Schedule: **8:00 am – 5:00 pm**Posting Date: **06/24/16**Posting Expiration Date: **Until position is filled**

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**JOB DESCRIPTION:** ChromaDex corporate headquarters in Irvine, California has an immediate opening for a full-time Front Desk Administrator. The right candidate will be responsible for the administration of all front desk duties, including answering phones, welcoming and directing guests, as well as providing administrative support to other departments. The ideal candidate must be energetic, dependable, detail oriented, able to take initiative and effectively communicate at all levels of the organization.

**Main duties include:**

- Answer telephones (up to 4 lines), screen and direct callers to appropriate party/department
- Welcome and check in visitors as well as maintain front desk area
- Set up new customers within our ERP system and process customer credit applications
- Receive and log postal and courier packages for company employees and ensure these are accurately distributed
- Mail letters, invoices and other documents as needed
- Process and invoice analytical contract services
- Maintain inventory and re-stock office and kitchen supplies
- Provide support and assistance with administrative tasks to all departments as needed (i.e. scanning, filing, maintaining office documents)

**Required Competencies:**

- Strong administrative and telephone skills
- Must be detail oriented with ability to accurately enter data
- Proficient in Microsoft Office (Outlook, Word, Excel)
- Excellent communicator with strong spelling and grammar skills
- Ability to work independently with minimal supervision as well as in a team oriented environment
- Ability to solve problems across functional areas and multi-task
- Must be dependable, welcoming, pleasant and positive

**Desired Skills/Knowledge:**

- Industry knowledge a plus but not necessary
- Ability to be proactive and show initiative

**Training, Education and Experience:**

- High School diploma, GED or equivalent certification **AND**
- 1 to 3 years of experience in data entry, customer service or general administrative field
- Experience with multi-line phone system, filing, attention to detail and maintaining a high level of confidentiality

**Working Conditions:**

- Office environment
- Prolonged periods of sitting
- Moderate physical effort (occasional lifting up to 30 lbs.)

**Interested Candidates:** Please email resumes to [hr@chromadex.com](mailto:hr@chromadex.com) with the heading "Front Desk Admin" for review and consideration. Applicants who do not meet the minimum requirements will not be considered. Selected candidates who meet the minimum requirements will be contacted for phone interviews, however, due to the volume of applicants, no confirmation will be provided of application status. All replies are confidential and at the company's discretion.

**Unsolicited services or offers from staffing agencies or recruiters will not be accepted at this time.**

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