



1185 Birch Lake Blvd N, White Bear Lake, MN 55110

Position Title: Temporary Receptionist/Administrative Assistant

Department: Administration

Position Description

TruNorth Automation is hiring a receptionist to manage front desk duties and assist the admin team with general office support. Primary responsibilities include greeting visitors, answering phones, and performing administrative tasks to keep daily operations running smoothly.

Duties include:

- Greeting customers and answering phones
- Filing, mailings, and completing MRB tags
- Ordering office, breakroom, and bathroom supplies
- Coordinating in-house/customer lunches
- Assisting with company events and functions

This is a full-time (40 hours/week), 12–18 week position with potential for permanent hire. Pay range: \$18–\$22/hour, depending on experience.

You Will Succeed If You:

- Communicate clearly and professionally
- Stay organized and detail-oriented
- Take initiative and are willing to learn
- Multitask effectively in a fast-paced environment
- Enjoy supporting others and working as part of a team

Qualifications

- Strong verbal and written communication skills
- Organized and dependable
- Comfortable learning new tasks and pitching in where needed
- Proficiency in Microsoft Office is a plus