

[← Back](#)

## Receptionist

**Locations:** Hawthorne, California

**Req ID:** 25807



Share Job

---

### Job Description

#### Overview

OSI Systems and its subsidiaries is a vertically integrated provider of specialized electronic systems and for components that meet the critical needs in the homeland security, healthcare, defense, and aerospace industries. As a global company, we are dedicated to developing solutions for our customers and the people they serve to lead the way to a safer and healthier world.

OSI Systems, Inc. is seeking a Receptionist who will be responsible for welcoming visitors and answering calls in a friendly and professional manner before directing them to the appropriate individuals. Selected individual will also provide administrative support to the Human Resources and the EH&S Facilities teams.

#### Responsibilities

- Greet and issue badges to visitors;
- Keep a log of each day's visitors, maintain arrival and departure log book
- Answer and screen all incoming telephone calls and direct to the appropriate person/department
- Issue badges to new hires and temp personnel
- Book meeting rooms as required
- Prepare documents for shipment as well as receive and sort mail
- Order supplies for the Human Resource Team
- Assist the HR team with copying and collating documents
- Assist the Facilities team with managing employee parking
- Assist EH&S team with updating of employee evacuation rosters
- Provide general direction and support to facility security
- POC for company vending machines and assist in resolving inquiries

- Support company events
- Other duties as assigned
- Uphold the company's core values of Integrity, Innovation, Accountability, and Teamwork
- Demonstrate behavior consistent with the company's Code of Ethics and Conduct
- It is the responsibility of every employee to report to their manager or a member of senior management any quality problems or defects in order for corrective action to be implemented and to avoid recurrence of the problem
- Duties may be modified or assigned at any time to meet the needs of the business.

#### Qualifications

- Excellent telephone manner and communication skills
- Must be personable, presentable, polite and courteous
- Team player who is able to work independently and with minimal supervision
- Able to use initiative but will also request support if required
- Must be computer literate with knowledge of MS Office applications desired
- Excellent organization and time management skills
- Punctuality and good attendance is essential for this role
- Detail oriented
- High School Diploma or equivalent required; experience may be substituted for degree

#### Company COVID-19 Vaccine Policy

To comply with applicable government requirements, all U.S. employees must be fully vaccinated against COVID-19 unless they are entitled to and approved for a legal accommodation, in accordance with the Company's COVID-19 Vaccination Policy.

#### NOTICE TO THIRD PARTY AGENCIES

*OSI Systems, Inc. and its subsidiaries (collectively "OSI") does not accept unsolicited resumes from recruiters or employment agencies. If any person or entity, including a recruiter or agency, submits any information, including any resume or information regarding any potential candidate, without a signed agreement in place with OSI, OSI explicitly reserves the right to use such information, and pursue and/or hire such candidates, without any financial obligation to the person, recruiter or agency. Any unsolicited information or resumes, including those submitted directly to hiring managers, are considered and deemed to be the property of OSI.*


Equal Opportunity Employer - Disability and Veterans

EEO is the Law

Poster Link: [https://www.eeoc.gov/sites/default/files/migrated\\_files/employers/eeoc\\_self\\_print\\_poster.pdf](https://www.eeoc.gov/sites/default/files/migrated_files/employers/eeoc_self_print_poster.pdf)  
([https://www.eeoc.gov/sites/default/files/migrated\\_files/employers/eeoc\\_self\\_print\\_poster.pdf](https://www.eeoc.gov/sites/default/files/migrated_files/employers/eeoc_self_print_poster.pdf))

*OSI Systems, Inc. has three operating divisions: (a) Security, providing security and inspection systems, turnkey security screening solutions and related services; (b) Healthcare, providing patient monitoring, diagnostic cardiology and anesthesia systems; and (c) Optoelectronics and Manufacturing, providing specialized electronic components and electronic manufacturing services for original equipment manufacturers with applications in the defense, aerospace, medical and industrial markets, among others.*

Apply(<https://apply-jobs-osi-systems.icims.com/jobs/25807/login>)

Privacy (<https://www.osi-systems.com/privacy/>) | Terms of Use (<https://www.osi-systems.com/terms-of-use/>) |  
Requests for Accommodation | EEO Policy | Cookies Policy ([https://www.osi-systems.com/osi\\_careers\\_cookies\\_policy/](https://www.osi-systems.com/osi_careers_cookies_policy/)) |  
Transparency in Coverage (<https://www.cigna.com/legal/compliance/machine-readable-files>) |  
Powered by iCIMS (<https://www.icims.com/>) | © 2020 OSI Systems, Inc.  
 (<https://www.linkedin.com/company/osi-systems>)