



# ETS Corporation

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## Receptionist/Customer Support Position

### Duties

Do you enjoy interacting with people and are self-motivated? Are you looking for a fun, competitive work environment with growth opportunity?

ETS Corp., an international corporation headquartered in Sterling, Virginia, with satellite offices in Germany, Canada, and Ireland is currently looking for a highly motivated and creative individual to fill our receptionist and customer support positions. If you have high energy, a positive, enthusiastic attitude and can multi-task and handle a high volume of calls this position may be for you!

### Responsibilities

- You must be able to support our customer base with a smile and be able to adapt to a rapidly changing environment.

### Skills

- You must also have strong oral & written skills and a strong work ethic
- Organizational skills are also required to track mail, basic inventory and supplies
- One to two years of experience as a receptionist is preferred
- Must be comfortable working with web-based software and be proficient with Microsoft Office Suite

### Requires

- Must have a High School diploma/college degree preferred.
- Must be able to pass a pre-employment background check.

We believe that our employees are our most valuable resource and offer growth opportunities, great benefits including medical, dental and 401k and a competitive salary.

### **If interested, forward your resume to:**

Attn: Receptionist or Customer  
Support position at  
careers@etsms.com

*Please Reference: Receptionist/customer support position.*