



Front Desk & Administrative Coordinator

Five Star Fabricating is seeking a dependable, detail-oriented professional to serve as the first point of contact for our office. This role plays a critical part in creating a welcoming, professional environment while ensuring daily administrative operations run smoothly.

Key Responsibilities:

- **Front Office & Communication:** Serve as the first point of contact by greeting visitors and managing incoming calls while maintaining a professional and organized front office environment.
- **Operations & Administrative Coordination:** Support daily business operations through document preparation, data entry, record management, and maintain organized systems that ensure accuracy and efficiency.
- **HR & Onboarding Support:** Coordinate interview scheduling, assist with new hire onboarding and documentation, and maintain confidential employee records.
- **Customer & Executive Support:** Act as a liaison between leadership and internal/external partners, manage calendars and meetings, and ensure communications and office logistics run smoothly.

Qualifications:

- 2+ years of administrative, office coordination, or operations support experience preferred.
- Exceptional communication and interpersonal skills.
- Professional communication skills with strong phone etiquette and customer service mindset.
- Strong ability to adapt to changing priorities and work in a fast-paced environment while multitasking.
- Proficiency in MS Office suite and standard office technology.
- Strong organizational skills with exceptional attention to detail.
- Ability to manage multiple priorities, adapt to changing demands, and maintain composure in a fast-paced manufacturing environment.

Why Join Us:

- **Dynamic Work Environment:** Be part of a vibrant team where your contributions are valued and recognized.
- **Career Growth Opportunities:** We're committed to fostering the professional development of our employees.
- **Competitive Benefits:** Enjoy a comprehensive benefits package including health insurance, retirement plans, and more.
- **Innovative Culture Work** with cutting-edge technology and industry-leading practices in manufacturing.

Core Values: Innovative, Winning Mindset, Loyal & Dedicated, Customer Focused, High Standards

If you're ready to take your administrative skills to the next level and be an integral part of our team, apply now as our Front Office & Administrative Coordinator. Join us in shaping the future of manufacturing excellence!

Apply at hr@fivestarbodies.com or in person at 8899 368th Avenue Twin Lakes, WI 53181