



Position: Receptionist

Location: Torrington, CT

We are seeking an energetic, people-oriented administrative professional who wants to be at the forefront of the company handling a variety of front desk activities and related tasks.

Responsibilities:

- Greet and direct all visitors to the company in a polite and professional manner
- Efficiently answer main phone line and provide callers with appropriate information
- Maintain conference room schedule, adjust meetings as needed
- Keep track of visitor, contractor and temporary employee badges
- Serve as main point of contact at the front desk for employees
- Receive, sort and forward incoming mail as needed
- Assist in the ordering, receiving, stocking and distribution of office supplies as needed
- Coordinate ordering meals, as required for meetings

Qualifications:

Education:

- High School Diploma required

Experience:

- Relevant front desk/administrative experience.
- Experience working in a manufacturing environment strongly preferred.
- Experience utilizing a computerized phone system preferred

Ideal candidate will have:

- Excellent verbal and written communication skills coupled with strong people orientation and relationship building skills
- Basic computer skills including Outlook, Microsoft Office suite
- Must possess high level of customer service, be very pleasant to deal with and possess a calm, professional speaking voice.
- Highly professional demeanor
- A strong sense of integrity and the ability to handle confidential information
- Excellent attention to detail

Working Environment/Physical Requirements:

- General work is in an office environment
- Must be able to work at a desk, on a computer, for extended periods of time.
- Able to move effectively and timely between external office buildings and in and around 70,000+ square foot cement floored manufacturing facilities

How to Apply:

Submit a copy of your resume, along with the voluntary self-identification forms, to **jobs@fce.com**. Please reference the Position (Job Title) in the subject header of your email.

Please note only those authorized to work in the United States will be considered.

No agency submissions, please. Resumes submitted to any FuelCell Energy employee without a current, signed and valid contract in place with the FuelCell Energy Recruiting team for this position will become the property of FuelCell Energy and no agency fees will be paid.

Equal Opportunity Employer - Vet/Disability

We offer a competitive compensation package as well as comprehensive benefits including medical, dental, vision, company-paid life/disability insurance, 401(k) plan, employee stock purchase plan and generous paid leave.

Employment with FCE is subject to pre-employment drug-screen and background investigation.

FuelCell Energy, Inc. is committed to ensuring that its application process provides an equal employment opportunity to all U.S. job seekers, including individuals with disabilities. If you believe you need a reasonable accommodation in order to search for a job opening or to submit an application, please send an email with your resume to **jobs@fce.com** indicating the specifics of the assistance needed.

You may also use **203-205-2070**, a phone line designed **exclusively** to assist disabled job seekers whose disability prevents them from being able to apply online. Only messages left for this purpose will be acknowledged. A response to your request may take up to two business days.