



Welcome on board

The Würth Elektronik Group with more than 8000 employees in 50 countries manufactures and sells electronic and electromechanical components, circuit boards and intelligent power and control systems. The business unit Würth Electronics Midcom, a US based company, manufactures and sells a wide product range from ferrites, inductors, capacitors and common mode chokes to transformers, LEDs and connectors.

Seeking Diverse Waters?

Come aboard!

Receptionist and Administrative Support | Watertown, South Dakota

Your tasks on board

- Answer, screen and forward calls, providing information, and taking messages.
- Greet persons entering establishment, determine nature and purpose of visit, and contact employee to escort them to specific destination.
- Collect, sort, distribute and prepare mail.
- Perform administrative support tasks such as routine correspondence, reports, presentations, expense and monthly reports.
- Use a computer to check and distribute email and faxes to the appropriate departments and personnel.
- Provide assistance to departmental personnel on various projects or assignments.

Your requirements

- Direct phone inquiries and assist customers, visitors, and employees within organization.
- High School Graduate or General Education Degree (GED): Required

Your application

Our HR team looks forward to reviewing your resume and application highlighting your qualifications and wage expectations.

Würth Electronics Midcom Inc.

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Tel. 605 886-4385 | careers@we-online.com



Click "Here" to read our references.

Apply Now!

more than you expect