

# Job Description

<b>Position Title:</b>	<b>Receptionist</b>			
<b>Department:</b>	<b>Office</b>			
<b>Reports To:</b>	<b>Human Resources</b>			
<b>FLSA:</b>	<b>Non-Exempt</b>			
<b>General Summary:</b> Receives, sorts and directs communications to the appropriate staff; assists and supports the facility.				
<b>Essential Job Functions:</b>				
<ol style="list-style-type: none"> <li>1. Answer general phone inquiries using a professional and courteous manner</li> <li>2. Directs phone inquiries to the appropriate staff members</li> <li>3. Reply to general information requests with the accurate information</li> <li>4. Greets clients, suppliers, visitors, sub-contractors to the organization in a professional and friendly manner</li> <li>5. Use computer word processing, spreadsheet, and/or database software to prepare reports, memos and documents as requested</li> <li>6. Sorts incoming mail, faxes and courier deliveries</li> <li>7. Reviews voice mails form the general mailbox and forwards information to the appropriate staff member</li> <li>8. Receives and stores the office supplies ensuring that basic supplies are always available</li> <li>9. Files and scans paperwork according to the established procedures</li> <li>10. Provides secretarial and administrative support to management and another staff as needed</li> <li>11. Assist on planned activities and celebrations for staff functions and company marketing events</li> <li>12. Back-up scheduler</li> <li>13. Maintains safe and clean reception area</li> <li>14. Will perform other duties as assigned</li> <li>15. Ability to adapt to change in a fast paced construction environment</li> </ol>				
<b>Knowledge and Abilities:</b>				
<ul style="list-style-type: none"> <li>• Outgoing personality</li> <li>• Enthusiasm</li> <li>• Friendly / Ethical</li> <li>• Proficient with Microsoft Word, Excel, Power Point, Outlook</li> </ul>				
<b>Skills:</b>				
<ul style="list-style-type: none"> <li>• People skills</li> <li>• Organizational skills</li> <li>• Communication skills / Bilingual is a must</li> <li>• Multi-tasking skills</li> </ul>				
<b>Personal Attributes:</b>				
<ul style="list-style-type: none"> <li>• Good Work Ethics; Honest, Trustworthy and Respectful; Flexible</li> </ul>				
<b>Education and Experience</b>				
High School Diploma or GED equivalent				
<b>Physical Requirements</b>	<b>Percentage of Work Time Spent on Activity</b>			
	<b>0-24%</b>	<b>25-49%</b>	<b>50-74%</b>	<b>75-100%</b>
<i>Seeing:</i> Must be able to see well enough to read reports				x
<i>Hearing:</i> Must be able to hear well enough to communicate with customers, vendors and employees				x
<i>Standing/Walking:</i> Must be able to move about department				x
<i>Climbing/Stooping/Kneeling:</i> Must be able to stoop or kneel to pick up reports, papers.		x		
<i>Lifting/Pulling/Pushing</i>		x		
<i>Fingering/Grasping/Feeling:</i> Must be able to type and use technical sources				x

*Note: The statements herein are intended to describe the general nature and level of work being performed. These statements do not establish a contract for employment and are subject to change to the discretion of the employer, Classic Construction & Restoration, Inc.*