

# Job Description

## Receptionist

### Main Goal

Provide accurate processing of all incoming communications. Greet guests and initiate appropriate action in response to their inquiries. Answers busy phones.

### Responsibilities, Authorities, and Key Result Areas

- Primary responsibility is answering all incoming telephone calls in a professional, friendly manner and distributing all messages to staff in a timely manner.
- Greet visitors and direct them to the appropriate offices.
- Process and distribute all incoming U.S. mail, UPS, Federal Express, California Overnight, and hand-delivered materials. Verifies postage meter is set on correct date each day.
- Verifies dollar amount and requests check from accounting when necessary.
- Prepare outgoing packages and mail for forwarding.
- Receive and distribute incoming fax copies. Send out fax copies as requested by departments.
- Provides administrative and clerical support for all departments as assigned by the Director of Administrative Services.
- Performs general office duties, including typing, photocopying and filing. Organizes and maintains files.
- Order supplies and forms for main office and field offices as required. Assists in maintaining Supply Room in an organized and efficient manner.
- Reserves conference room for meetings.
- Meets with Salespeople and directs accordingly.
- Assists in preparing office and estimating ROP's.
- Assists in reconciling Orchard Hardware, California Overnight, UPS and Federal Express invoices.
- Proficient with Windows software applications including Microsoft Word and Excel.

**Reports to:** Director of Human Resources

## **Qualifications:**

- High School diploma or GED.
- Minimum 1 year Customer Service.
- Minimum 1 year Office knowledge.
- Ability to Multi-task effectively.
- A friendly and professional demeanor.
- Excellent interpersonal, written, and oral communication skills.
- Strong organizational skills and the ability to prioritize and complete workload.
- Competency and experience in the use of Microsoft Word and Excel.
- Demonstrated self-starter, energetic, creative, and a team player.

## **For Employment Consideration**

Please forward your resume and cover letter to:

### **Email**

[jmejorado@harrisconstruction.com](mailto:jmejorado@harrisconstruction.com)

### **OR**

### **Mail**

Jadee Mejorado, Human Resources  
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