

Classification: Receptionist
Supervisory: No

Employment Type: Part-time
Compensation: \$8.05/hour

Job Description

Employee will possess working knowledge of project management practices and process to provide administrative support throughout the organization. Provide exceptional customer service, be team oriented, and focused for a cohesive workflow.

Qualifications, Knowledge, and Skills Required

- High school diploma or equivalent, required, Associates Degree in Business or Management, preferred;
- Possess 1 – 2 years’ experience working in an office environment, preferably in the construction industry;
- Proven working knowledge of construction projects, permitting processes, inspections, ;
- Exhibits a commitment to highest standards of quality and excellence in workmanship and a commitment to customer satisfaction and team relationships;
- Positive, respectful, and motivated attitude with the ability to express, receive, and understand verbal and written communications and instructions;
- Ability to work with a diverse workforce and customers;
- Exhibit sound judgment and professionalism when at work, on job sites, and around customers;
- Experienced with Microsoft Office suite, specifically Word and Excel, and ;

Job Requirements and Duties

- Proven ability to communicate effectively both in writing and verbally.
- Greet and assist walk-in customers;
- Answer phone calls, screen, record, provide information, and forward calls to appropriate staff;
- Maintain web-based calendars, schedule and coordinate appointments, as well as, maintain paper filing systems;
- Proven ability to maintain an organized workspace, multitask efficiently, and work under pressure.
- Perform clerical duties as assigned, including but not limited to, filing, photocopying, scanning, etc.;
- Proven ability to be resourceful and proactive to resolve conflicts quickly and effectively;
- Complete all associated job tasks proficiently, free from errors, and in a timely manner;
- Able to work independently and as a team;
- Complete other duties and responsibilities assigned by the owner, supervisors, and/or designees.

Accurate Pool Plastering, Inc. is an equal opportunity employer. By signing this job description you acknowledge that you understand the requirements for this position and your ability to perform such requirements and skills.

Employee Signature

Date