

## RECEPTIONIST

Position Title: Receptionist

Position Location: EverDry Waterproofing, Gates- Chili Area

Position Status: Full Time- Permanent

Receptionist is responsible for answering a multiple phone line system and directing the calls to the appropriate departments. Performing daily routine duties such as opening and closing the front office, welcoming visitors in a professional manor, data entry, filing and minor cleaning chores.

Benefits package- Health & Dental, 401k, Personal time off and holiday pay

Schedule: Monday- Friday, 8am- 5pm

Pay/ Salary: TBD upon hiring

### Qualifications:

- Must be UPBEAT and personable!!!
- Ability to communicate effectively
- Polished Appearance
- Work without supervision and be reliable
- Detailed orientated
- Word & Excel experience is helpful
- Reliable transportation to get office supplies

EverDry is nation's leading residential waterproofing company since 1978. Our office staff is a key department for our success with in the company and creating a great customer experience. Come join our team today!

Hiring Immediately- Call Wendy- 585-247-7692