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Receptionist – Job Description

Summary of Position

This is a position within the Operations Department that supports all divisions of the company in administrative and bookkeeping tasks.

Reports to Operations Support Manager

Duties and Responsibilities

Receptionist

Welcomes visitors by greeting them, in person or on the telephone, answering or referring inquiries.

Directs phone calls to the appropriate individuals.

Mail distribution.

Lead distribution & data collection and disbursement from various marketing sources.

Requisition of supplies.

Clerical duties.

Qualifications

Knowledge of office administration, procedure and protocol

Ability to maintain a high level of accuracy in preparing and entering information.

Very effective organizational skills

Highly motivated self-starter

Exercises good judgment.

Quick learner

Good listening skills

Good presentation skills

Phone etiquette

Customer-focused

Basic computer skills

Exudes confidence.

Reliable transportation

Computer skills: Excel, Word & Outlook

ZOHO CRM Software (a plus)