

Receptionist/Typist to answer multi-phone lines, route calls to appropriate individuals, greet visitors in a professional manner, sort and distribute incoming mail and perform data processing duties and general typing when needed.

Must have excellent interpersonal skills and the ability to work with diverse groups of people.

Position Purpose:

Assisting homeowners with customer service in homes that are currently occupied by the homeowner.

Assisting business clientele with service and directing their questions and concerns to the correct party.

Enter Data accurately, and in a timely manner.

Maintain files, such as product warranties, maintenance records, and work order, with all supporting documentation

Working with sales department in creating and delivery of the Marketing Material to clientele

Assist in Phone Sales of Quotation from the service department.

Assist in Customer Service Follow up/ How are we doing type of calls to the clientele

Scan information into database according to file structure, and layout.

Essential Functions:

Basic knowledge of computer skills utilizing a computer, fax machine, etc.

Program Knowledge Microsoft Office, Publisher,

Must pass the Drug Test

Must pass the Background Check

Able to work cooperatively as part of a team

Detail oriented

Effective communicator, both written and verbal with excellent presentation skills

Education Required - The knowledge, skills and abilities typically acquired through the completion of a high school diplomas and/or GED.

Years of Relevant Work Experience - 1

Certificates/Licenses – None / Valid Drivers License

Physical Job Requirements - Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. On rare occasions there may be a need to move or lift light articles. Able to lift up to 55 pounds

Competitive, persuasive communication skills / good listener, coach able