



<https://reliablestaffing.com/job/receptionist-full-time-rsabl2001/>

Receptionist-Full Time-RSABL2001

Skills

Description

We are seeking a friendly, organized, and professional **Receptionist** to be the first point of contact for our company. In this role, you will greet visitors, answer phone calls, and provide vital administrative support across our organization. The ideal candidate has excellent communication skills, a positive attitude, and the ability to multitask in a fast-paced environment.

Job Location

Abilene, TX

Valid through

13.10.2040

Base Salary

\$ 16.00

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

If you have not registered on our website, please do so here: <https://reliablestaffing.com/>

submit your resume to resume@reliablestaffing.com

- **Visitor Management:**
Greet clients, guests, and vendors warmly upon arrival; assist them with sign-in procedures and direct them to the appropriate person or office.
- **Phone Operations:**
Answer, screen, and forward incoming phone calls using a multi-line system while providing accurate information and taking detailed messages.
- **Mail & Deliveries:**
Receive, sort, and distribute daily mail, deliveries, and couriers; prepare outgoing mail and packages.
- **Administrative Support:** Perform clerical duties such as data entry, photocopying, scanning, filing, and maintaining digital and physical records.
- **Office Maintenance:**
Ensure the reception, lobby, and meeting areas are clean, tidy, and fully stocked with necessary supplies or promotional materials.
- **Scheduling:**
Coordinate appointments,

manage calendars,
and book
conference rooms as
needed.

Qualifications

- **Tech Savvy:**
Proficient in
Microsoft Office
Suite (Word, Excel,
Outlook) and
comfortable learning
new software or
multi-line phone
systems.
- **Communication:**
Exceptional verbal
and written
communication skills
with a professional
demeanor.
- **Organization:**
Strong time-
management
capabilities, sharp
attention to detail,
and the ability to
prioritize tasks
efficiently.

Education

- **Education:** High school diploma or equivalent required; Associate's degree is a plus.
- **Experience:** [e.g., 1–2 years] of experience in a receptionist, front desk, or customer service role.

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