https://reliablestaffing.com/job/receptionist-full-time-rscaus4240/

Receptionist-Full Time-RSCAUS4240

Description
Reliable Staffing Austin is now seeking a part time receptionist with excellent phone skills and a high level of enthusiasm, personal integrity, and flexibility with work tasks. Answer multi-line, multi-company phone system, greet clients and visitors. General clerical duties including photocopying, faxing, mailing, filing and other administrative tasks. Supporting staff. Assist w/ maintaining office kitchen, scheduling conference rooms, maintaining supplies. Solid verbal and written communication skills, excellent time management and organizational skills. Ability to work independently and as part of a team. High school diploma required with post education and/or training. The hours will be 9am – 4 pm Monday through Friday.

Job Location
8920 Business Park Drive Suite 250 Unit 7, 78759, Austin, TX, United States

Valid through
18.09.2029

Base Salary
$ 30,000 - $ 48,000

Employment Type
Full-time

Hiring organization
Reliable Staffing Corporation

Contacts
jobplacements@reliablestaffing.com

Industry
Administrative and Support Services

Qualifications
Minimum of two years of experience in similar position. Proficient with Microsoft Office, detail and deadline-oriented.

Apply Now
REGISTER AND SUBMIT YOUR APPLICATION