



<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

Date posted

March 7, 2024

Base Salary

\$ 30,000 - \$ 48,000

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

RSCAUS4240

Industry

Administrative and Support Services

Qualifications

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

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