



Receptionist

Successful Janitorial and Building Services Company seeks a FT **Receptionist** for their office in West Babylon.

Responsibilities include:

- Answer telephone, screen and direct calls, take and relay messages.
- Provide information to callers.
- Greet persons entering organization.
- Provide applications to prospective employees.
- Receive and sort mail and faxes and deliveries to appropriate parties
- Responsible for FedEx and UPS shipments.
- Responsible for keeping track of and ordering all office supplies
- Manages the traffic ticket function
- Administrative and clerical support.

Key Requirements:

- Bi-lingual (English-Spanish) is a must.
- Detail oriented and strong communication skills (email, phone).
- Results oriented: the ability to resolve challenges and emergencies at a moment's notice.
- Multi task oriented: The ability to handle multiple projects at a time.
- Customer focused with a can-do approach to problem solving.
- Knowledge of administrative and clerical procedures.
- Strong working knowledge of computers and relevant software applications.

Please reply to this post with your CV/Resume and a brief description of your qualifications. Candidates deemed a match for this position will be contacted by phone and/or email.

EOE M/F

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