



## Job Title

- Receptionist

## Job Summary

Major Responsibilities: Serves visitors by greeting, welcoming, and directing them appropriately; maintains multi-line telephone system. Responsibilities may include but not limited to:

- greet clients and visitors with a professional, positive, helpful attitude
- answering a multi-line telephone system and routing calls as necessary
- Sorting and distributing mail
- provides general office support by assisting with a variety of administrative tasks including copying, faxing, and scanning, and data entry
- maintain a safe and clean reception area
- order and stock office supplies

## Skill

- Excellent oral communication
- Ability to read blueprints
- Perform plumbing take-offs
- Attention to detail
- Knowledge of construction process
- Multi-task
- Dependable
- Ability to plan and look ahead

## Required Qualifications

- Prior customer service experience preferred
- Excellent communication and interpersonal skills
- Working knowledge and experience with Microsoft Office software
- Excellent computer skills
- Outstanding organizational skills



4425 Entrepot Boulevard Tallahassee, Florida 32310

(850) 656-1211

CUC1224746, CFC057654

*\*Dowdy Plumbing Corporation is an affirmative action/equal opportunity employer consistent with applicable federal and state law. All qualified applicants are encouraged to apply.*

- Effective multi-tasker in a fast-paced environment
- Dependable with an on-time attitude
- Team player who operates well with minimal supervision
- Ability to create organized filing system

## Salary

Starting Salary; \$18,720.00

## Benefits

- Paid vacations
- Continuing education
- Dental, Vision, Supplemental (Aflac) for you and your family

## How To Apply

- Visit our website – [www.dowdyplumbing.com](http://www.dowdyplumbing.com) for an application download
- Fax application for employment to (850) 877-1699
- Email resume and application for employment to [employment@dowdydowdyplumbing.com](mailto:employment@dowdydowdyplumbing.com)
- Complete an application at the Dowdy Plumbing office

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