

Receptionist

FLSA Status: Non-Exempt

General Job Description

The Receptionist is responsible for maintaining the front desk, greeting visitors and answering phone calls.

Location

Denver, CO 80223 until 06/2017, then Centennial, CO 80112

General Responsibilities

- *Business Process Analysis and Documentation:* Research, analyze, and document the electrical project process at Weifield finding ways to be more efficient and profitable.
- *Identify Solutions for Improvement in the Organization:* Through process analysis, this individual shall determine areas of improvement in terms of efficiency and company effectiveness, developing appropriate solutions.
- *Information Dissemination:* Develop and facilitate high-quality and high-frequency communications throughout the company. Investigate and implement tools to achieve these goals.
- *Company "Handyman":* Act as an internal consultant to help multiple persons and departments within the organization develop programs and solutions to enhance efficient and/or effectiveness.
- *Training/Mentoring:* Promote the professional growth of the team. Continually pursue opportunities for personal career/training development.
- *Industry Awareness:* Continually seek industry and market information to provide Weifield with the information necessary for successful business development.

Job Specific Responsibilities

- *Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)*
- *Greet and welcome guests*
- *Answer questions and address complaints*
- *Answer all incoming calls and redirect them or keep messages*
- *Receive letters, packages etc. and distribute them*
- *Prepare outgoing mail by drafting correspondence, securing parcels etc.*
- *Check, sort and forward emails and messages*
- *Monitor office supplies and place orders when necessary*
- *Maintain kitchen and prep conference rooms for meetings*
- *Take up other duties as assigned (travel arrangements, schedules etc.)*

Qualifications/Skills Required

- Proven experience as front desk representative, agent or relevant position
- Familiarity with office machines (e.g. fax, printer etc.)
- Knowledge of office management and basic bookkeeping
- Proficient in English (oral and written)
- Excellent knowledge of MS Office (especially Excel and Word)
- Strong communication and people skills

- Good organizational and multi-tasking abilities
- Problem-solving skills
- Customer service orientation
- High School diploma; additional qualifications will be a plus

Reporting

The Receptionist reports to the HR Manager.

Supervisory Requirements

None

Dress Code

Business Casual and presentable

Physical Demands

- Stand, walk and sit; use hands to finger, handle, and maneuver or feel objects, tools, or controls.
- Reach with hands and arms; be able to talk and to hear.
- See well, either naturally or with correction.
- Hear well either naturally or with correction.
- May have to lift packages
- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

- Noise level in the work environment is usually moderate as in a typical office setting.
- Some travel to jobsites/remote offices may be required for interviews or new hire orientations.
- Weifield Group Contracting LLC is a drug free working environment.

Compensation Package

Start Date:	TBD
Status:	Full-time
Pay Rate:	DOE
Employee Health Insurance:	Healthcare 100% of the "Base Plan" by WGC 1 st of the month following date of employment
Family Health Insurance:	Paid by employee of the "Base Plan" by WGC 1 st of the month following date of employment
Voluntary Dental/Vision Insurance:	Paid by employee based on coverage selection 1 st of the month following date of employment
Disability & Accident Insurance:	Paid by employee based on coverage selection 1 st of the month following date of employment
Life Insurance:	Paid by employee based on coverage selection 1 st of the month following date of employment

Flex Pan:	Employee can set aside \$2600 pre-tax dollars for health/\$5000 for dependent care 1 st of the month following date of employment
PTO:	After six months, accrue 5 days per year 1-5; 10 days per year after 3 years and 15 days per year after 5 years. Seven paid holidays per year.
401k/Safe Harbor:	Participate after 60 days. Weifield matches 100% of investment up to 4% after one year of employment.
Background Check Required:	Yes
Work Schedule:	7AM- 5PM Monday through Thursday and 7AM to 3PM on Friday.

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Weifield Group Contracting LLC is an Equal Opportunity Employer.