
RECEPTIONIST JOB DESCRIPTION

Comfort Systems of Virginia, Inc. (CSV) is the leading provider in commercial HVAC, plumbing, piping, sheet metal, and servicing. Since our incorporation in 2006, we have grown our company 12 times the size and have expanded through Virginia and North Carolina areas.

CSV is one of the fastest growing mechanical groups in this area. We are looking for an experienced full-time employee to assist in managing this growth through supports of our daily operations.

Summary: Individuals must possess positive attitude, the willingness to take initiative, strong work ethic, and a drive for excellence with a relentless pursuit of perfection and keen sense of values, ethics, morals, integrity, and character. Must be able to work well on a team. We are looking for conscientious self-motivated individuals who work well with others and has professional customer interaction skills. Depending on company needs and candidate's qualifications, this position may grow into an administrative or project manager assistant in time.

This position will report to our Richmond Office located at 671 Trampton Road, Suite D, Sandston, VA 23150.

General Information:

Job Type: Full-Time

FLSA Status: Non-Exempt

EOE, Drug Free Workplace

Normal Work Hours: 8:00 AM – 5:00 PM Monday thru Friday - (work days and hours are subject to change to meet the needs of the company)

Education & Experience

- High school diploma or equivalent required
- Prior experience as a receptionist or in related field
- Experience with administrative and clerical procedures
- Prior experience working for a construction company preferred, but not required.

Employment Requirements

- Ability to pass drug screening(s)
- Ability to pass background check
- Ability to prove U.S. employment eligibility and provide required documentation for same
- Willing to travel as required; while travel is not expected
- Able to work extended hours when necessary, nights and weekends when necessary
- Must be prompt.
- Must have reliable transportation
- Must have neat and professional appearance
- Must have professional attitude and be reliable
- Must have strong work ethic

Primary Role

The Receptionist's duties and responsibilities are to ensure that the front desk welcomes guests positively, greet all callers, screen calls, distribute the calls to the necessary extensions and executes administrative tasks with the highest quality standards.



Essential Duties and Responsibilities include but are not limited to the following:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer multi line phone system, screen and forward incoming calls
- Clerical tasks/data entry as assigned
- Receiving and properly distributing incoming faxes
- Set up conference rooms for meetings
- Ensure bathrooms and kitchen area is tidy and presentable
- Ensure reception area is tidy and presentable, with all necessary stationery and materials (e.g. applications, pens and other required forms)
- Maintain office security by following safety procedures and controlling access to the building
- Order office supplies and keep inventory of stock
- Prepare stamps as well as prepare and schedule specialty mailings/pickups (Priority Mail, Overnight Mail, Fed Ex, etc.)
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Other duties as assigned

Requirements

The candidate must demonstrate the following skills/ meet the following requirements:

- Work well by themselves or as a team
- Consistent, professional dress and manner
- Excellent written and verbal communication skills
- Excellent organizational skills
- Competency in Microsoft applications including Word, Excel, and Outlook
- Good time management skills
- Hands on experience with office equipment (e.g. fax machines and printers)
- Ability to be resourceful and proactive when issues arise
- Able to contribute positively as part of a team, helping with various tasks as required

Physical Requirements

- Ability to lift a minimum of 25 lbs.
- Ability to sit or stand for long periods of time

Comfort Systems offers a highly competitive employment package. In addition to a competitive wage, we offer health and dental insurance, 401(k), paid time off, holiday pay, training, apprenticeship programs, and advancement opportunities. A drug screening and background check will be performed. Comfort Systems of Virginia, Inc. is an equal opportunity employer. If you would like to find out more about our company and our team, please visit our website at www.comfortsystemsva.com.

