

RECEPTIONIST

GBD Architects is seeking applicants for the position of Receptionist to join our Admin team. The receptionist will provide administrative support to GBD staff, through general clerical work, and attend to visitors in person and on the phone in a professional and friendly manner.

HOURS/LOCATION

GBD's office hours are 8:00 a.m. to 5:00 p.m. Monday-Friday. This position is based in office, the work environment is a professional office environment with moderate noise level (examples: computers, printers, light traffic).

ESSENTIAL RESPONSIBILITIES

- Provide front lobby reception coverage M-F 8:00am – 5:00pm
- Greet staff, clients, visitors, and vendors in a professional and friendly manner.
- Answer phones and route or screen calls in a proficient manner
- Process incoming and outgoing mail daily, including overnight document/packages
- Maintain professional appearance and safety of office
- Manage Outlook calendars
- Schedule and prepare conference rooms, including cleaning up as needed
- Keep supplies stocked for employees by tracking inventory and ordering office/café supplies as needed
- Order and set up lunches/snacks as needed for client and staff meetings
- Maintain café for cleanliness, fill dishwasher, make coffee
- Report and monitor building work order maintenance requests
- Type letters, reports, forms, or other material from rough copy.
- Update office info lists as required (phone list, seating chart, etc.)
- Assist other administrative staff as needed.
- Other tasks as requested.
- Collaborate with administrative and operational staff firm-wide, participating in meetings and special projects as directed

QUALIFICATIONS

- Friendly, welcoming personality and professional demeanor.
- Proficient in MS Office Suite (Word, Excel and Outlook).
- Strong written and verbal communication skills.
- Excellent organizational and time management skills.
- Great customer service skills, friendly, service-oriented personality.
- Keen attention to detail.
- Problem solving and basic troubleshooting skills.
- Experience in customer service.
- High school diploma or GED required.
- Valid driver's license.

COMPENSATION

GBD is an equal opportunity employer, while providing a competitive compensation and benefits package. Exact compensation will be based upon experience and negotiated with selected candidate.

TO APPLY

Please submit resumes to Katie Windsor at katiew@gbdarchitects.com

No phone calls, recruiters or agents please.