



Job Title: Front Desk Receptionist

Job Type: Full-Time

Number of Openings: 1

Compensation: \$12 / hour (Based on experience)

Immediate Supervisor: Administrative Manager

Company Information:

Randall Brothers, LLC serves the Metro Atlanta and surrounding communities with building materials and specialty items. We are determined to maintain our industry leader focus by aligning with our customers to accommodate their future building material and service needs and accomplish that goal with talented individuals desiring a career in this industry. At Randall Brothers', we invest in our employees by providing advancement opportunities in order to achieve the goals and ambitions you have for yourself and your family.

Job Description:

Randall Brothers' is seeking to fill a front desk receptionist position. The ideal candidate will have great communication skills and a positive attitude that can handle working in a fast-paced environment. We are seeking an individual that can be punctual and reliable

Benefits:

- Medical, dental and vision
- Matching-401k
- Long-term and short-term disability
- Life and AD&D Insurance
- Vacation and personal time
- Employee discount

Duties & Responsibilities:

- Answering a multi-line phone system
- Routing calls
- Greeting customers as they enter the showroom
- Sorting and dispersing paperwork
- Other clerical and special projects on occasion

Requirements:

- Must be able to work from 7am - 4 pm, M-F
- Must be able to pass drug test and background check
- Must have positive attitude and great communications skills

- Must be punctual and reliable

Education: High School Diploma or Equivalent

Physical Demands: None

Environment and Physical Working Conditions: Office work with occasional office supplies lifting

License or Certification: None