Office assistant/receptionist

Job Conditions:

Indoor and Outdoor work environment.

Job Requirements:

Completion of high school or equivalent required. An approved accredited post secondary vocational or technical school diploma in related field is preferred.

Years of experience – 0-2 years of experience in the field or in a related area.

Workplace attire—Beige, blue or black pants.

Has knowledge of commonly-used concepts, practices, and procedures

Knowledge of Quick books.

Good communication and organizational skills

Proficient in Microsoft Word, Excel and Outlook

Bilingual in Spanish.

Physical Requirements:

Static Strength--The ability to exert maximum muscle force to lift, push, pull, or carry objects 30 lbs or more.

Exert Flexibility--The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.

Manual Dexterity --The ability to quickly move your hand, together with your arm, or your two hands to grasp, manipulate, or assembles objects.

Performing General Physical Activities --Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of goods

Handing and Moving Objects-- Using hands and arms in handling, installing, positioning, and moving materials and manipulating things.

Getting Information --Observing, receiving, and otherwise obtaining information from all relevant sources.

Job Duties:

Greet customers, vendors, job applicants and other visitors, and all transportation services, when needed.

Process incoming and outgoing calls.

Rely on instruction, company policies and procedures to perform the functions of the job

Works under supervision at times and also exercises independent judgment when needed.

Maintain proficiency in using personal computer, data entry terminal and other common office equipment and software.

Present a professional image at all times.

Attends staff meetings.

Pay:

Hourly TBT

Location:

Central Florida