
Job Description

General Contractor - Front Desk Receptionist/Administrative Assistant

Robert E. Porter Construction Co., Inc. located just west of downtown Phoenix, is seeking a friendly, professional Front Desk Receptionist/Administrative Assistant to join our team.

RESPONSIBILITIES WILL INCLUDE:

- Create a positive first impression to clients visiting our office. Greet and extend a warm welcome to walk-in guests in a friendly professional manner.
- Answer in coming phone calls.
- Data entry and clerical functions.
- Provide administrative support to support staff.
- Aid team members by accurately and efficiently recording information to the Company databases.
- Track Time Off.
- Maintaining the Company break/conference room, keeping it neat and stocked.
- Assist setting up for company meetings and events.
- Completing other duties as requested by the Reporting Manager.

QUALIFICATIONS:

- Must be dependable in fulfilling the work schedule by arriving on time and being available to cover the Front Desk during the required business hours.
- Ability to multi-task, prioritize and work with minimal supervision.
- Proficient use of all Microsoft Office Suite programs, especially Excel.
- A team player, ready and willing to take on whatever challenge is offered.
- Must be detail oriented, analytical, and able to work well with others.

BENEFITS:

- Employee Health insurance (optional dependent coverage available)
- Optional Dental insurance
- Disability insurance
- Small life insurance policy
- 401k plan

OTHER:

Job Type: **Full-time**

Work Hours: **Monday – Friday hours 8-5**

Salary: \$15 - \$17 per hour DOE

This company does:

- *Drug testing both for new hire and random*
- *E-Verify*
- *Background checks*

No Phone Calls, Please

Send resume to employment@robertporterconstruction.com