



F.W. WEBB COMPANY

## Job Posting

Position Title: Receptionist

Location: Portland, ME

Reports To: Operations Managers

Pay Range: \$21.00 - \$25.00 per hour

### Responsibilities:

- Great and direct visitors who arrive at the office
- Answer, screen, and route incoming phone calls appropriately
- Assist with organizing facility meetings
- Receive, sort, and distribute mail and deliveries
- File documents appropriately
- Assist with data entry
- Provide general office support
- Effectively multitask in a fast-paced work environment
- Back-up account payable duties, as needed

### Qualifications:

- Previous customer service and/or reception experience required.
- Must possess a high level of customer service
- Strong interpersonal and communication skills

*We are unable to sponsor employment visas now or in the future, and applicants must be authorized to work in the United States.*