



**JOB TITLE:** Receptionist

**EMPLOYER:** Hurricane Fence Co

**SUMMARY:** Serves as initial contact for all callers and visitors to organization.

**DUTIES AND RESPONSIBILITIES:**

- Answers, screens, and directs calls on multi-line phone system in a courteous and professional manner; takes messages and/or forwards telephone calls to appropriate employee, voice mail, or pager.
- Clears messages each morning and delivers to appropriate employees.
- Composes and types routine correspondence as required.
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing as required.
- Organizes and maintains file system; files correspondence and other records.
- Orders and maintains supplies, arranges for equipment maintenance, and keeps reception area organized.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Performs other related duties as assigned by management.

**QUALIFICATIONS:**

- Excellent verbal and written communication skills.
- Proficient on Microsoft Office.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Commitment to excellence and high standards.
- Strong organizational skills; able to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
- Bilingual skills a plus.
- Professional appearance and demeanor
- Ability to perform diversified clerical functions and basic accounting procedures.

**COMPENSATION:** Salary, Health insurance, Dental insurance, Vision insurance, 401K, Paid time off, and Holiday pay

**SALARY:** (Dependent on experience and qualifications)

**JOB TYPE:** Full-time

**P.O. BOX 27527 RICHMOND, VA 23261-7527 • RICHMOND VA 804-353-6030 • NORFOLK VA 757-853-5669  
NORTH CAROLINA 919-302-7265 • MARYLAND & DC METRO 443-285-1765**



**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, bend and walk long distances. The employee is frequently required to talk or hear. The employee must be able to lift and/or move up to 40 pounds on a daily basis.

**CORPORATE INTEGRITY:** All employees in all positions are expected to act professionally at all times, including but not limited to treating others with respect, valuing diversity, supporting team/community goals, and following company policies and procedures.

This job description is subject to change at any time.

Hurricane Fence Co is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information

Job Type: Full-time

Pay: \$10.00 - \$13.00 per hour