

Receptionist - IT Company

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Company: Career Group

Location: Atlanta

Category: other-general

Our client, an IT Services Company, is seeking a contracted Receptionist /Office Coordinator to join their Atlanta, GA office in [REDACTED]. The ideal [REDACTED] will be driven, and a self-starter who will require very little guidance.

**Must be available Monday - Friday from 8:00am - 4:00pm EST*

**This contracted period for the duration of April 22 - 26th (must be able to work all the days)*

Responsibilities:

[REDACTED]
Oversee and support general administrative needs in the office to ensure that the office is operating smoothly

Greet and welcome guests as soon as they arrive at the office

Direct visitors to the appropriate conference room

Order coffee/snacks for meetings

Prepare and organize conference rooms in preparation for meetings

Answer, screen, and forward incoming phone calls/messages

Ensure the reception area is tidy and presentable, with all necessary stationery and material

Provide basic and accurate information in person and via phone/email

Receive, sort, and distribute daily mail/deliveries

Manage office supplies inventory and place orders as necessary

Update and schedule internal meetings

Perform other clerical receptionist duties such as photocopying/filing upon request

Restock printers with paper/toner

Submit work orders per office needs

Enter guests into the building security system

Restock kitchen/pantry

Miscellaneous ad-hoc projects

Skills:

Proficient in Microsoft Office

Self-starter who requires little direction

Strong attention to detail and ability to multi-task

Excellent time management and organizational skills

Strong verbal and written communication skills

Please submit your resume in Word format for immediate consideration.

You can use www.workgrades.com to collect and manage your references for free and share them with us or anyone else you choose. Candidates with references are always preferred by our clients. Now is the most important time to stand out from the crowd. We suggest that you ensure you have updated your LinkedIn profile and that you start collecting your

references early.

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