

## **Receptionist/Office Assistant Paragon 360**

Location: Springfield, MO

Fast growing company seeking receptionist/office assistant. Are you responsible, dependable, self-motivated, and customer-centered, with a positive outlook on life? Are you an individual that desires to be part of a team with a willingness to grow within a fast paced environment? Do you have excellent communication skills, both written and verbal? Perhaps this is the perfect opportunity for you!

### **General Purpose:**

As the receptionist/office assistant, this team member will make initial contact with guests, clients, and colleagues as they enter the office. They will answer our company calls and direct our clients to the appropriate team. They will also be a member of the Office Administrative Team and assist as needed.

### **Responsibilities:**

- Greet clients and customers entering organization and direct them to the correct destination
- Answer phones, screen and direct calls
- Take and relay messages or direct calls to voicemail
- Provide information to callers
- Monitor staff movements in and out of organization
- Receive and distribute mail and deliveries
- Maintain supplies relevant to reception area
- Clean and maintain the reception area
- Provide clerical support
- Errands and Light Housekeeping
- Maintain Customer Data base

### **Education and Experience:**

- High school diploma generally required
- Knowledge of computers and relevant software applications
- Experience with quality customer service practices
- Preferred experience operating a phone system

### **Key Competencies:**

- Professional verbal and written communication skills
- Professional personal presentation
- Preferred experience with multi-line phone systems
- Organized and efficient
- Attention to detail
- Reliable and with good attendance

- Customer Relationship Management Software(CRM) is preferred, but not mandatory
- Microsoft Office Suite Proficiency
- QuickBooks Experience is preferred, but not required
- Team player

Salary range: \$10-\$12 an hour

Paragon 360, is an Equal Opportunity Employer.

Benefits: Health Insurance/401K/profit sharing bonus program, vacation, holidays and Sam's Club membership

Send all Inquiry's to [Smckee@paragon360.com](mailto:Smckee@paragon360.com)

For more information on the quality-driven expertise within Paragon 360, as well as its broad range of products, services, and examples of work, visit the Paragon 360 website at [www.Paragon360.com](http://www.Paragon360.com) .