



Receptionist

Afternoon Shift 12:30pm – 5:00pm

POSITION SUMMARY:

Schedule: Monday–Friday, 12:30 PM–5:00 PM

Employment Type: Part-Time

We are looking for a reliable, professional, and organized **Part-Time Receptionist** to support our office during the afternoon hours. This position will serve as the first point of contact for visitors and callers while assisting with general administrative needs.

ESSENTIAL JOB FUNCTIONS:

- Greet and assist visitors in a friendly and professional manner
- Answer, screen, and direct incoming phone calls
- Monitor the front desk and maintain a welcoming reception area
- Receive and distribute mail, packages, and deliveries
- Assist with filing, scanning, copying, and other administrative tasks
- Maintain organized records and office materials
- Provide general support to office staff as needed
- Communicate professionally with employees, customers, vendors, and visitors
- Assist with additional office duties and projects as assigned

SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:

- Strong communication and customer service skills
- Professional, dependable, and punctual
- Organized with strong attention to detail
- Comfortable answering phones and interacting with the public
- Basic computer skills; Microsoft Outlook, Word, and Excel experience preferred
- Ability to multitask and work independently
- Previous receptionist or administrative experience preferred, but not required

All positions within The Earle Companies have potential for advancement through our fully structured Career Development Program. We place a very strong emphasis on identifying High Profile Employees to help them advance up their career ladders. Those who possess the drive to succeed will be given the necessary tools for education and advancement.