



Job Announcement

Receptionist

Job #16-5591SF

Position Title: Corporate Receptionist
Property Name and City: Corporate Office, San Francisco
Position Type & Compensation: Full Time / Depending on Experience

Posting Date: December 1, 2016

SUMMARY OF THE COMPANY & POSITION:

Nationally-recognized property Management Company dedicated to the development and management of market-rate and affordable housing throughout California is looking for an experienced Receptionist to join our team. Benefits include health, dental, life and disability insurance, 401(k), vacation, sick leave and major holidays.

The ideal candidate will appreciate the opportunity to work for a stable company that recognizes the value of each individual and their contribution to the team effort. A high degree of professionalism is required of the front desk receptionist. Must be able to multi-task, use good judgment & decision making, be self-motivated & well-organized, have effective verbal & written communication skills, have the ability to handle multiple situations effectively while maintaining workflow, have strong attention to detail with excellent organizational and strong computer skills and demonstrate superior time management skills.

DUTIES & RESPONSIBILITIES:

- Greeting guests, provide customer service as needed.
- Answer all incoming internal/external calls and route appropriately. There is an extremely high volume of calls and it is imperative that all calls are answered/routed correctly while maintaining a professional manner at all times.
- Performing a wide variety of administrative duties, copying; faxing, filing and word processing, scanning, preparing correspondence, assist with mass mailings and distribution of documents and mail
- Manage all incoming faxes and distribute accordingly
- Maintain a clean and professional appearance of the Corporate lobby area
- Manage booking of main conference room and assist with catering requests as needed.
- Coordinate Messenger service as requested.
- Demonstrating the ability to follow directions and contribute as a team player to the overall success of the Corporate office.
- Maintaining excellent attendance and punctuality (absolutely a requirement).
- Maintain up-to-date internal phone list for Corporate and Regional Offices.
- Provide back-up assistance to Administrative Assistant staff as needed for special projects.

QUALIFICATIONS:

- Ability to read, understand and communicate information and ideas in writing so others will understand.
- Must have a minimum of 3 years front desk experience
- Must have a minimum of 2 years' experience handling a multi-line (10+) switchboard.
- Demonstrated knowledge of Microsoft Office programs such as Word, Excel, and Outlook.

EDUCATION – High School Diploma

Email Resumes To: jscjobs@jSCO.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference # **16-5591SF** in the subject line of the email.



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