



Job Responsibilities – Receptionist

- Handle incoming calls and fax communication.
- Receive people at the front lobby and coordinate with the concerned Arch employees for meeting appointments.
- Responsible for organizing and managing documents in the office, particularly Facility Manager Documents.
- Coordinate and help other office personnel in Human Resource department.
- Take care of organizing the office area and maintaining good housekeeping in the office area.
- Provide necessary help to the people working in the production area.

Qualifications:

- High school diploma or general education degree required.
- 1 to 3 years of experience in the related field.
- Ability to read and write English & Spanish effectively.
- Very good spoken communication.
- Ability to understand office management and deal with it effectively.
- Ability to work as a team member effectively.
- Good organizing skills and record keeping.
- Prior experience as receptionist or office assistant is preferred.
- Fluency in English & Spanish language is required.