



Front Desk Receptionist

Founded in 2006, Comfort Systems of Virginia, Inc. began with a goal to provide high quality contracting services to customers in Virginia and North Carolina. We are a Class A General Contractor specializing in HVAC, Plumbing, Piping and Sheet Metal services. Since our incorporation, Comfort Systems has made a commitment to constantly improve our capabilities by applying our industry-leading skills to all projects, making us a benchmark for quality and professionalism in our industry.

Essential Duties and Responsibilities

- Greet and welcome guests in a friendly and professional manner.
- Answer and screen phone calls.
- Respond to incoming callers and e-mail communication with excellent customer service skills.
- Sort and distribute incoming office mail, organize, and prepare outgoing USPS, FedEx, and UPS office correspondence.
- Organize and schedule meetings as needed.
- Maintain general office cleanliness and organization of resources.
- Order office supplies and maintain inventory as required.
- Perform filing as required, both paper and electronic.
- Assist with letter writing, spreadsheet creation, research, phone calls, and other misc. administrative duties as delegated.

Experience & Requirements

- Prior receptionist or administrative experience and previous use of multi-line phone system preferred.
- Dependable, with strong work ethic.
- Must be able to work from 8:00AM to 5:00PM, Monday through Friday.
- Knowledge and experience with Microsoft Office Suite, including Outlook, Word, Excel, etc.
- Ability to work in a team environment and communicate well among all levels of employees within the company.
- Excellent customer service skills and courteous phone manner.
- Time-management and organizational skills.
- Critical thinking and problem- solving skills.
- Positive attitude which motivates others and promotes our company values internally and externally.
- Position requires an acceptable background check per company standards.

Comfort Systems offers a highly competitive employment package. In addition to a competitive wage, we offer health and dental insurance, employer paid life insurance, 401(k), paid time off, holiday pay, training, apprenticeship programs, and advancement opportunities. A drug screening and background check will be performed. Comfort Systems of Virginia, Inc. is an equal opportunity employer. If you would like to find out more about our company and our team, please visit our website at www.comfortsystemsva.com.