



## RECEPTIONIST

### WHY LOMBARDO?

Choosing a place to work is a big deal. You spend 40 hours each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

### WHAT YOU'LL DO

#### The quick overview

We are looking for a Receptionist for our main office in Shelby Township to answer phones, greet guests and to help enter invoices into our accounting system. The work schedule for this position is 8:30 a.m. to 5 p.m. Monday through Friday.

#### The basics

- Perform quality, detailed work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, etc.
- Work effectively in a team.
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations. Nobody's an island!

#### The nitty-gritty stuff

- Welcome and direct visitors by greeting them, in person or on the telephone, as well as answering and referring inquiries.
- Accurately input invoices into accounting software.
- Open, stamp, sort, and distribute mail.
- Clerical duties including but not limited to: faxing, filing, collating checks, copying, etc.
- Other tasks, as assigned.

### WHAT YOU NEED

- Detail oriented, with high-level organizational skills, and self-motivated.
- Friendly with great communication and interpersonal skills.
- A professional appearance and manner.
- Strong ability to multi-task.
- Microsoft Office proficient.
- Impeccable attendance and reliable transportation.
- The ideal applicant will be a team player with an upbeat personality who is easy to get along with.

### WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, accident insurance.
- Company-sponsored employee events.