

11.23.21

Indeed & Ziprecruiter

Salary: \$13 - \$18 per hour, based on experience

RECEPTIONIST: GENERAL OFFICE / ACCOUNTS RECEIVABLE DEPARTMENT

We are seeking an experienced Receptionist/Administrative Assistant for our Sales team and Accounts Receivable Department. Must be friendly, well spoken, detail-oriented, conscientious, enthusiastic and team oriented and thrive in a fast-paced work environment.

We are a small 40+ year old family-owned business located in Plano, TX. We provide Consulting, Design, Installation, Inspection, Servicing and Monitoring for Fire, Security, CCTV, and Access Control Systems.

Job Requirements:

- Previous Customer Service experience.
- Minimum 2 years' experience as a Receptionist answering multi-line phone system.
- Proficient with Microsoft Office products: Outlook, Word, Excel.
- Must be open to learn other software designed specifically for our company and industry.
- Type 55 words per minute and 10-key experience
- Must be organized and detailed oriented.
- Must be able to multi-task.
- Previous Accounts Receivables experience a plus.
- High School Diploma or Equivalent.
- This is a full-time position and job duties will vary.

Benefits:

- Vacation and paid holidays
- Health Benefits (Medical, Dental, Vision)
- 401K & Profit Sharing
- Steady employment with a company who has been in the DFW Metroplex for 41 years.

Must be willing to submit to Background Check and Drug Testing

Job Type: Full-time

Salary: \$13.00 - \$18.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- High school or equivalent (Preferred)

Experience:

- receptionist: 1 year (Preferred)