



5840 Allin Road, Suite B
 PO Box 271
 Prince George, VA 23875
 Phone: (804) 733-0933
 Fax: (804) 733-0935
 Visit us on the web: www.jlmiva.com

JOB TITLE:	Receptionist/Front Desk	JOB LOCATION:	Prince George, VA
STATUS:	NON-Exempt, Full-Time	HOURS:	40 Hours per Week
Purpose for the Position:			
<ul style="list-style-type: none"> Provides general office support with a variety of clerical activities and related tasks. Will be responsible for answering incoming calls, directing calls to appropriate staff, greeting visitors, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties. 			
POSITION RESPONSIBILITIES:			
<ul style="list-style-type: none"> Answers telephones and directs the caller to the staff. Will transfer a caller to staff voice mailbox when they are unavailable. Greets and directs visitors of the company. Takes and retrieves messages for various personnel. Receives, sorts, and distributes mail to staff members in a timely manner. Maintains logs of all incoming and outgoing mail. Coordinates the drop off and delivery of express mail services (FedEx, UPS, etc.). Maintains supply orders and distribution based on submitted requests. Performs all clerical duties including, but not limited to, copying, faxing, scanning, mailing, and filing. Maintains conference room schedule. Maintains security by following procedures; monitors computer logbook; issues visitor badges. Prepares agendas, notices, and minutes for corporate meetings. Maintains safe and clean reception area. Oversees janitorial staff and keeps supplies stocked. Coordinates any necessary building maintenance or repairs with landlord or vendor. Assists in all other office activities or special projects as requested by the CEO, COO, or Senior Managers. Develops and maintains process flow procedures for designated area (Desktop SOP). Performs other related duties as required and assigned. 			
Experience, Knowledge, Skills and Abilities Required:			
<ul style="list-style-type: none"> High School Graduate 2+ years' experience in administrative office work Proven software skills using Microsoft Office Suite Flexible Must be able to communicate proficiently Customer/Client Focus (Internal and External) Detail Oriented Organizational Skills 			
SALARY/BENEFITS:			
<p>Salary is based on experience and qualifications. We offer a competitive compensation and benefits package that includes health, dental, life insurance, direct deposit and more.</p> <p style="text-align: center;">JLMI is an equal employment opportunity employer EOE/M/F/D/V</p>			



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CONTACT INFORMATION:			
Please Submit Resumes to Recruiting@JLMIVA.COM ; POC: Janet Castrinos; Phone: (804)733-0933; Fax: (804)733-0935. If you wish to learn more about JLMI, visit our website at (www.jlmiva.com).			