



Seeking Receptionist

At **JRP Design & Remodel** we strive to provide our clients with an exceptional remodel service. Since 2001, our experienced, professional staff of designers, architects, project managers, and our interactive design center has provided a remodel experience that is unequaled. If you'd like a rewarding position with an organization that promotes a strong work-life balance, respect among its employees, excellent benefits, and is a fun place to work, we'd love to talk to you.

WHO WE ARE:

In 2001 JRP Design & Remodel began as a kitchen and bath contractor. Over the years, Justin Pecikonis and his wife, Lori Lynn Pecikonis, have grown JRP into one of the finest and most reputable design-build firms within the Conejo Valley. We continue to build the company on consistent communication, client focus, and trust. Unified in our mission, JRP Design & Remodel prides itself in providing our clients with cutting edge design, superior craftsmanship, and an exceptional remodeling service that is unparalleled. Our client first focus has proven itself through our consistent high record of both repeat customers and client referrals. Our consistent reputation in customer satisfaction has played a key role in establishing JRP Design & Remodel as a leading Conejo Valley remodeling and design-build firm.

HOW YOU CAN HELP:

JRP is seeking an outgoing, self-starter to join our team as a **Receptionist**. This person will be the first point of contact for our company. Their duties include offering administrative support across the organization. They will welcome guests and greet people who visit our showroom; as well as, coordinate front-desk activities, including distributing correspondence and redirecting phone calls. They should possess a pleasant personality, as this is also a customer service role. They should be able to deal with emergencies in a timely and effective manner, while streamlining office operations. Multitasking and stress management skills are essential. Ultimately, a Receptionist's duties and responsibilities will be to ensure the front desk welcomes guests positively, and executes all administrative tasks to the highest quality standards.

WHAT YOU WILL NEED:

- 2+ Years of administrative experience or equivalent education
- High School Diploma or GED (*Degree preferred, not required*)
- Proficient in MS Office - primarily Excel, Word, and Outlook
- Strong organizational and communication skills
- Exceptional customer service and interpersonal skills
- Ability to work in face-paced work environment



HOW WE CAN HELP YOU:

At JRP, our employee's health and happiness is a top priority. We offer a great work environment and excellent benefits.

Our Perks Include:

- Fun & Rewarding place to work
- Great Benefits Package – Including Medical & IRA
- Paid Vacation and Sick Time
- Competitive Pay
- Employee Events and Parties



HOW TO JOIN OUR TEAM:

If you are interested and you meet the above qualifications, we'd love to learn about you! Please submit a cover letter, resume, and portfolio to: hr@jrpdesignandremodel.com