

## Part Time Receptionist

### Job Responsibilities:

Greet customers/clients in a professional manner  
Assist with any large projects that come in  
Answer telephones and take messages as needed  
Handle calendar organization  
Handle basic data entry, document creation, reports, etc. as needed  
Handle mail/packages including FedEx and UPS.  
Label and file project files in a timely manner.  
Assist with any other related tasks as needed.

### Skills Needed:

At least 1 year experience handling basic receptionist/administrative functions  
Proficiency in MS Office  
Reliability is a must.  
Must be a self-starter and quick to jump in to help on projects as needed  
Pay Rate: \$13.50 - \$15.00/hour  
Hours: Monday - Friday, 10:00 am - 2:00 pm  
Please send your resume to [Tony@AMMEngineering.com](mailto:Tony@AMMEngineering.com) for immediate consideration!

We are proud to be an equal opportunity employer.