

Bilingual Receptionist – Sposen Homes

We are a growing leader, a semi-custom home builder in southwest Florida. Our home office in Cape Coral is seeking to fill a full-time receptionist role to support our busy front desk. **Bilingual Spanish/English is required.**

The Receptionist is a critical part of our administrative support team and will greet, assist, and provide direction and information to clients, visitors, and support to Managers and Executives.

Duties/Responsibilities:

- Greets clients, visitors, and guests; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Receives mail, documents, packages, and courier deliveries and delivers or distributes items.
- Performs administrative and clerical support tasks.
- Performs basic filing and recordkeeping.
- Performs other duties.

Required Skills/Abilities:

- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills.
- Basic understanding of administrative and clerical procedures and systems.
- Proficient with Microsoft Office Suite or related software.

Preferred Skills:

- Bilingual in Spanish/English.

Education and Experience:

- High school diploma or equivalent required.

Physical Requirements:

- Prolonged periods of sitting at a desk.
- Must be able to lift to 15 pounds at times.