

Receptionist

Chemcote, Inc.

Position Title:	Receptionist		
Reports To:	President/CEO		
Direct Reports:	N/A	Department/Division:	Company Organization
Prepared Date:	2025	Last Revised Date:	5/20/2025

Position Overview

The Receptionist provides front-line administrative support to the entire organization. This role ensures the efficient operation of the office by managing calls, visitors, incoming and outgoing correspondence, and administrative tasks. The ideal candidate will be highly organized, professional, and capable of multitasking in a fast-paced construction and intense environment.

Key Responsibilities (Essential Duties and Functions)

The criteria for evaluation in this position include, but are not limited to, the following:

Performs daily supervision of crew members and equipment as follows:

- Greet and direct visitors, clients, and vendors in a professional positive/upbeat manner.
- Answer, screen, and route incoming phone calls to appropriate personnel.
- Monitor and respond to general company emails, mail and inquiries.
- Provide administrative assistance to the organization staff as necessary/required.
- Prepare, edit, and format documents, reports, as requested/required.
- Assist with processing and filing of job-related paperwork similar but not limited to Certificates of Insurance (COI), Notice of Commencement (NOC), Notice of Furnishings (NOF), timesheets, contracts, document monitoring/tracking, etc.
- Maintain organized filing systems for both digital and physical records.
- Process job applications including, but not limited to running license, Bureau of Workers' Compensation (BWC) claims, etc.
- Order, maintain and monitor office and breakroom supplies.
- Coordinate incoming and outgoing mail, packages, and deliveries.
- Support scheduling of meetings, conference calls, and company events.
- Enter data into spreadsheets, accounting software, or project management platforms.
- Assist with onboarding paperwork for new hires and subcontractor documentation as needed.
- Track and log project documents, certificates of insurance, or safety training records.
- Support special projects and seasonal initiatives.
- Provide backup support to other administrative staff when necessary.

OTHER REQUIREMENTS

- Display a professional and courteous positive attitude to co-workers, supervisors, and the general public at all times.
- Report to the assigned job location to begin work at the designated start time.
- Strict adherence to safety requirements and procedures as outlined in the Chemcote, Inc. Safety and Fire Prevention Program Handbook.
- Strict adherence to Chemcote, Inc. policies and procedures as outlined in the Employee Handbook.
- Willingness to work in a team environment and assist co-workers or supervisors with other duties as necessary/required.
- Timely and regular attendance is an expectation of performance for all Chemcote employees. Employees will be held accountable for adhering to their workplace schedule.
- Must be willing to take and pass a drug screening, similar but not limited to pre-employment, post-accident, randoms or as deemed necessary by the Chemcote CEO and/or President.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education/Experience

- High school diploma or GED preferred; additional administrative or office management coursework preferred.
- Minimum 1-3 years in an office support role, preferably in construction or a related industry.
- Excellent verbal and written communication skills.
- Professional appearance and demeanor.
- Strong multitasking and organizational skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and typing and transcription skills is required.
- Familiarity with office equipment (multi-line phone systems, copiers, scanners).
- Prefer familiarity with scheduling and project management software.
- Ability to handle confidential information with discretion.
- Comfort working with teams in both field and office settings.

Work Requirements

- Knowledge of construction, etc. preferred.
- Knowledge and understanding of safety regulations and a commitment to maintaining a safe work environment.
- Ability to problem-solve, make decisions, and adapt to changing project conditions.
- Must be available to work flexible hours.
- Strong decision-making skills with the ability to manage and motivate a team.
- Excellent time management, organizational, and communication skills.
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Knowledge/Skill Requirements

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write and communicate with simple correspondence using the English language. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two-digit numbers and to multiply and divide by 10's and 100's. Ability to perform these operations using units of American currency and weight measurement, volume, and distance.

REASONING ABILITY:

Applying commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER:

A valid Ohio driver's license and reliable daily transportation are required for this position.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>Bend</i>			X	
<i>Kneel</i>			X	
<i>Squat</i>			X	
<i>Climb</i>			X	
<i>Stand</i>		X		
<i>Walk</i>		X		
<i>Sit</i>	X			
<i>Reach</i>			X	
<i>Drive</i>			X	
<i>Fine motor</i>			X	
<i>Repetitive Motion</i>			X	
<i>Right</i>			X	
<i>Left</i>			X	

This position requires an employee to lift:

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>0 – 10 lbs</i>		X		
<i>10 – 25 lbs</i>		X		
<i>25 – 50 lbs</i>			X	
<i>50 – 100 lbs</i>			X	

Work Environment

While performing the duties of this job, the employee may be near moving very hot mechanical equipment. The employee may be exposed to fumes or airborne particles and toxic or caustic chemicals.

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>Hot Weather</i>				X
<i>Cold Weather</i>				X
<i>Wet Weather</i>				X
<i>Exposed to Noise</i>			X	
<i>Exposed to High Heat</i>			X	

Moving Equipment			X	
Working with Others	X			

The statements included in this Receptionist job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. Other duties may be assigned as required. Requirements for this job are subject to modification by the Company and its designees, and reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Signature

Date

Print Employee Name