



RECEPTIONIST

RECEPTIONIST, BOND CONSULTING ENGINEERS, IN JACKSONVILLE.

Responsibilities: Manage incoming phone calls, greet clients, filing, typing, scanning and other clerical duties. Responsible for writing up work orders, gathering and tracking client quotes, researching county records and assisting where necessary. Experience w/Microsoft Office Suite & typical office equipment a must. Benefits include medical, dental, life ins, paid vacation & personal time.

Email resume to lbrown@bondce.com or fax to 501-982-1530.