
Front Desk Receptionist

Cintech Construction, Inc. is in need of a positive, upbeat, detail oriented professional to join our Team as Receptionist. As our Receptionist, you will be the first point-of-contact for incoming visitors, customers and callers, so a “bubbly” demeanor is a plus! In addition, you will be providing daily administrative support to Executive Management and our Project Team. At Cintech Construction, we are all working together for a common goal – success! Join us and become a valued member of our Team.

Hours of Operation are Monday through Friday, 7:30 AM to 4:30 PM.

Responsibilities include, but are not Limited to:

- Greet Incoming Visitors/Customers and Answer Incoming Calls
- Front Office Administrative Tasks
- Assist with Company Vendor Accounts, Agreement Renewals and Invoice Approvals
- Manage Company Supply Inventory
- Assist in Troubleshooting IT Issues in Collaboration with Our Third-Party Vendor
- Assist Controller in the Procurement of Documentation and Other Tasks as Needed
- Data Entry
- Miscellaneous Administrative Projects as Required

Requirements:

- Positive, Detail-Oriented Professional
- Knowledgeable and Proficient in Microsoft Office
- Reliable and Punctual
- Ability to Multi-Task in a Fast-Paced, High-Volume Environment

Preferred:

- Knowledge and Experience in the Construction Industry is a Plus.
- Experience with Procore software
- Notary Public

Cintech Construction, Inc. is a well-established Top 20 Cincinnati Commercial General Contractor with a diverse client base.

We offer a competitive salary, healthcare plan, paid vacation, 401K plan and paid holidays.

Cintech is an Equal Opportunity Employer. All inquiries will remain confidential.

Job Type: Full-Time, Exempt

Please send your resume to: info@cintechconstruction.com

