



## Part Time Receptionist

The team at Civil Design Concepts is seeking the right person to help provide outstanding client service in a fast-paced engineering firm. Our firm is located in downtown Asheville, a vibrant, progressive city surrounded by the gorgeous mountains of Western North Carolina.

Applicants must demonstrate professionalism, dependability, healthy and positive communication skills, and the ability to multi-task.

Our next team member will be an energetic people person with excellent work ethic and social and organizational skills.

Must be willing to work flexible hours during the week.

As a Receptionist you will

- Receive and place calls to clients and consultants.
- Confirm and follow up on appointments.
- Greet and assist clients and consultants with excellent customer service.
- Various other duties may be assigned under the direction of Administrators or Managers.
- This position requires excellent customer service skills and an exceptional level of communication in a professional manner.

The ability to multitask and stay organized will be an essential part of your daily performance.

This position requires a large amount of public contact therefore you must be a “people person” and enjoy interacting with our clients and consultants.

### Requirements

- Prior reception experience preferred, but not required.
- Familiarity with Microsoft Office Suite
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Possession of organizational skills.
- Requires strong client service skills.

### Benefits

- Competitive salary, based on experience and expertise
- Schedule flexibility
- Be a part of a great environment with an excellent team

To Apply submit a resume on our website, [www.cdcgo.com/careers](http://www.cdcgo.com/careers)