



Receptionist

E3R Opportunity, San Diego, CA; Receptionist

Job Description: E3R is seeking candidate to fill a front desk receptionist position. This position will be responsible for the general management of the office, as well as administrative tasks as applicable.

Functional Description:

- Responsible for ordering supplies, business lunches, etc.
- Responsible for scheduling conference rooms
- Building Welcome bags for new hires
- Badging visitors and escorting as needed

Desired Knowledge, Skills, Abilities:

- Ability to interact with employees and visitors in an effective and professional manner
- Proficient in Microsoft applications such as Word, Excel, PowerPoint, and Outlook
- Ability to work independently and as a team member
- Willingness to learn and take on new tasking

Security Clearance Requirement: None required upon hire; Must be able to obtain a security clearance within a year of start.

Education Requirement: High School Diploma

Place of Performance: San Diego, CA

Salary Range: \$16.50/hr - \$21.63/hr

Benefits: E3R has a comprehensive benefits plan which includes HMO/PPO Medical Plan Options, Employer Sponsored Health Reimbursement Arrangement, 401(k), Dental and Vision Plans, company paid Life Insurance, Voluntary Life and AD&D, Pet Insurance, Employee Assistance Program as well as Paid Time Off, Sick Leave and Paid Holidays.

Company Description:

Exceptional Employees for Exceptional Results (E3R) was founded June 6th, 2011 as a Service Disabled Veteran Owned Small Business. Our company name reflects our business model. Corporate management and infrastructure do not provide direct support to our clients. Our employees do. If we attract and retain the best employees in our industry, we will be successful. If we fail to provide a quality workforce, nothing else matters. We achieve our purpose and our business success through hiring and retaining the very best employees in our industry.

How to apply: Interested candidates who meet the qualifications above should apply via the following link: <https://www.ondemandassessment.com/link/index/JB-34XJN9F9R?u=1179041>

E3R is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, age, physical or mental disability, national origin, citizenship, military or veteran status, sexual orientation, gender identity and/or expression, genetic information, or other status protected by federal, state or local law.