

RECEPTIONIST

Introduction

Computer Solutions is adding an experienced office receptionist professional to be part of a dynamic organization focused on providing exceptional support to the company's leadership, team members and valued clients.

Computer Solutions offers an array of information technology products and services primarily to the South Texas region. Over the years, we have forged strong strategic alliances with leading IT service providers including Cisco, Microsoft, HP Inc, HP Enterprise, VMware, Rubrik, HPE Nimble, F5, Microsoft Azure, Microsoft365 to name a few. In addition to hardware and software product sales, we are frequently our clients' primary contact for professional and consulting services such as Managed Services, Unified Communications, Network Infrastructure, and Server and Desktop Virtualization. Our record of success is clear—our client base has grown to approximately 300 companies across San Antonio and South Texas leading to tremendous annual revenue growth from \$1 million in 1984 to \$92 million in 2025. Our valued workforce of over 85 highly trained and certified staff creates the culture of success within Computer Solutions, having been rated the *#1 Best Companies to Work for in San Antonio* in 2023 by the San Antonio Business Journal.

Position Summary

As the first point of contact, the receptionist plays a crucial role in maintaining seamless office operations. We are hoping to add a dynamic individual with enthusiasm and a positive attitude. The receptionist will have excellent interpersonal skills and find it easy to build and maintain good working relationships as well as influence and motivate people. A reliable, organized, attentive to detail and always striving to be professional in both appearance and approach. Join us in fostering an efficient and welcoming office environment.

Responsibilities

General:

- Manage front desk operations with a focus on professionalism and efficiency, including answering and directing telephone calls, assisting with meeting setup and teardown, and warmly greeting clients, applicants, and employees to maintain a welcoming atmosphere.
- Provide administrative support to Human Resources and Executive Leadership team.
- Process incoming and outgoing mail promptly and accurately to support timely communication.
- Ensure sufficient inventory control of office and kitchen supplies to facilitate uninterrupted workflow and a comfortable work environment, in line with our dedication to maintaining office operations.
- Collaborate closely with team members across departments to integrate administrative functions smoothly and contribute to the overall success of the organization.
- Stay prepared to assist with additional tasks or special projects as needed, demonstrating flexibility and dedication to supporting the company's objectives.

Job Skills Requirements

Qualified candidate must possess most or all of the following credentials and capabilities:

- 2-5 years' experience within administrative role
- Excellent Communication Skills: Ability to effectively communicate with individuals at all levels, both verbally and in writing, to convey information clearly and professionally.
- Organizational Skills: Strong organizational abilities to manage multiple tasks, prioritize responsibilities, and meet deadlines in a fast-paced environment.
- Attention to Detail: Keen attention to detail to ensure accuracy in record-keeping, documentation, and task execution.
- Customer Service Orientation: Dedication to providing exceptional customer service to clients, applicants, and employees, with a courteous and helpful demeanor.
- Adaptability: Flexibility to adapt to changing priorities and business needs, demonstrating resilience and resourcefulness.
- Problem-Solving Skills: Ability to identify issues, analyze problems, and develop effective solutions independently or collaboratively.
- Technical Proficiency: Proficiency in using office software and equipment, including word processing, spreadsheet, and email applications, as well as familiarity with office equipment such as copiers and fax machines.
- Professionalism: Commitment to maintaining confidentiality, professionalism, and discretion in handling sensitive information and interactions.
- Team Collaboration: Strong interpersonal skills to collaborate effectively with colleagues across departments and contribute positively to a collaborative work environment.
- Initiative: Proactive approach to tasks and responsibilities, with the ability to take initiative, anticipate needs, and demonstrate a proactive work ethic.