

Receptionist – Baysinger Architects, LLC,
Position can performed in Marion, IL office or O’Fallon, IL office

Full time Receptionist needed for architectural firm in Marion, IL/O’Fallon, IL

Responsibilities / Requirements include:

- Perform general secretarial duties
- Answer incoming phone calls / Open and distribute daily mail
- Order / Maintain office supplies
- Verbal and written communication skills
- Maintain the highest level of confidentiality
- Ability to multi task and prioritize
- Detail oriented with strong organizational skills
- Computer skills including MS Office (Word, Excel and Outlook)
- Experience working for an Architectural / Construction Firm a plus and would include:
 - Project Paperwork – Type contracts, change orders, process pay applications, etc. thru the closeout process.

Compensation would be commensurate with experience.

Hours are 8:00am – 5pm, M-F

Email resume to cindy@baysingerarchitects.com or mail to:
Baysinger Architects, LLC, P.O. Box 1864, Marion, IL 62959