



## CAREER OPPORTUNITY: RECEPTIONIST

**Job Title: RECEPTIONIST**

**Posting Date: 10/25/2021**

### **BE AN EMPLOYEE OWNER AT THIS DYNAMIC CONSTRUCTION SUBCONTRACTOR!**

This is not just a job...it's a career.

We are proud of what we do and who we are – check us out at [www.pioneerglazing.com](http://www.pioneerglazing.com)

We are a spirited employee-owned construction company offering training and a competitive benefits package to all employees.

We are a team who supports one another's success which leads to corporate success. When Pioneer succeeds, we all succeed in the form of **QUARTERLY BONUSES** for all!

We are looking for an energetic individual with a good work ethic to join our team. If you have a High School Diploma, two years relevant work experience, strong organizational skills, a passion for customer service and a focus on detail...**WE ARE LOOKING FOR YOU!!!** If you are a Notary, that's even better!

As our Receptionist, you will greet all Pioneer visitors, receive and direct phone calls, act as a single point of contact for office/admin employee requests and office equipment related problems. You will provide administrative and accounts payable support and take care of all incoming and outgoing mail.

Submit your resume TODAY to [employment@pioneerglazing.com](mailto:employment@pioneerglazing.com) and we will contact you!

### **WE'RE LOOKING FORWARD TO MEETING YOU!**

**Salary:** Commensurate with experience

**For information on Pioneer, visit our Web site at [www.Pioneerglazing.com](http://www.Pioneerglazing.com)**

**Pioneer is an Equal Employment Opportunity Employer**

*Thank you for your interest in Pioneer Cladding & Glazing. No agency phone calls and/or telephone or email inquiries. Only qualified individuals being considered will be contacted for an interview.*