



865 SE 47th St.
Cape Coral, FL 33904
(239) 574-6556

Receptionist

Job Description & Requirements:

Must be able to keep up in a fast paced work environment
Must have minimum 3 years' plumbing experience/knowledge
Must be able to effectively manage a schedule for 6+ service technicians
Must have great customer service and organizational skills
Must have reliable transportation to and from work
Must be able and willing to work 40 hours per week
Responsible for answering phones, managing schedule for service repairs and installs
Must have knowledge and experience in plumbing industry, be familiar with terminology and time frames for necessary repairs and parts etc.
Must be efficient with a computer and technology and willing to learn our scheduling program and operate a multi-line phone system

Requirements:

- o Minimum 1 year plumbing experience/knowledge
- o Must hold valid driver's license with clean record
- o Must pass drug screen and background check
- o Must be willing and able to work 40+ hour per week

Additional Info:

- o Flexible Work Hours
- o Competitive Salary
- o Health Insurance
- o Paid Vacation & Holidays
- o Training Programs