



Receptionist needed for company in Greenwood, MS is seeking applicants with good attitude, good communication skills, accuracy, and ability to multi-task. Professional with a polite demeanor and positive attitude. Previous experience working in an office setting highly recommended.

Duties include, but are not limited to:

- Greeting customers
- Answer multi-line phone
- Process outgoing mail
- Maintain office inventory and order office supplies
- Other misc/admin/clerical items as assigned
- Daily filing

Salary: Determined by experience

Benefits: Medical, 401(k), 2 weeks paid vacation, paid company approved holidays (after 6 months)

Job Type: Full Time, Monday-Friday, 8AM – 5PM

Experience:

Customer Service – 1 year preferred

Office Administration – 1 year preferred

Receptionist – 1 year preferred

Proficient in Word, Excel, Publisher

MUST BE: dependable, people oriented, easily trained, polite, strong organizational skills

References: 3 preferred

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