

Receptionist

Join our team and experience all that Robert A. Bothman Construction has to offer!

It's fun to work at a company where people take pride and truly believe in what they're doing. At Bothman, we're committed to bringing passion and superior customer focus to all of our innovative construction projects. Although we work hard, and we're serious about what we do - we care deeply about our employees and like to have a good time too. In fact, our core principal is **Quality People and Quality Projects**™. Here's a glimpse of some of the coolest projects we've worked on: Avaya Stadium (Home to the San Jose Earthquakes), the Mountain Winery in Saratoga, San Jose State University Event Center, Cupertino City Center Park, the Haunted House at the Santa Cruz Beach Boardwalk and the Guadalupe River Park to name a few. If a career at Bothman Construction sounds interesting to you, please read on!

We are seeking an *experienced* **Receptionist**. The Receptionist is actively involved in all areas of the company. She/he needs to have a full understanding of what is occurring in the day-to-day operations of the company to assist clients, subcontractors/suppliers, and service employees that daily are in contact with the company. It is extremely important that the receptionist be aware that she/he is the first point of contact for our company and therefore needs to present a good impression and interact with people in a friendly business-like manner. At all times the receptionist needs to be aware that there is only one time to make a first impression.

General responsibilities include, but are not limited to (these duties may change with business practices):

- Answer incoming calls and route them to the appropriate person in the office, voice mail, or the proper jobsite.
- Greet people (clients, employees, subcontractors/suppliers) as they come into the office.
- Place outgoing calls as requested or required.
- Provide mail services including sorting, opening, date stamping, and logging of outgoing/incoming mail
- Process packages; distribute and send (US Mail, UPS, Federal Express, local, overnight delivery service)
- Filing and making files.
- Assist in the distribution of the employee paychecks on Thursday's from the reception desk.
- Miscellaneous clerical documentation.
- Maintain office equipment in the front lobby.
- Order office supplies.
- Print JIP's weekly.
- Assist Departments on special projects as needed.
- Send, receive and office faxes.
- Type memos, letters, transmittals, and listings as backup and may organize / alphabetize filing.
- Perform additional assignments per supervisor's direction.
- Manage conference rooms calendars.
- Keep front office, reception area, and conference rooms presentable.
- Attend required meetings.

Preferred Qualifications

- Minimum of five years performing Reception and clerical duties.



- Computer literate in Microsoft programs
- Must be detail oriented, thorough, well organized and effectively manage time
- Develop and maintain effective communication with all employees.
- Ability to operate a multiple line telephone system to relay incoming calls.
- Data Entry, Recordkeeping, Filing, Multi-tasking experience is required.
- Excellent customer service skills.
- Excellent written and verbal communication skills
- Knowledge and experience in the construction industry, a plus.
- Bilingual in Spanish and English, preferred.

We offer excellent benefits including medical, dental, vision, 401K and competitive salary. E.O.E.

Must be authorized to work in the U.S.

Robert A. Bothman will not sponsor an employment visa (e.g. H1-B etc.) for this position

About Bothman Construction

Robert A. Bothman provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Robert A. Bothman complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings.

Robert A. Bothman Construction is a full-service, family-owned construction and general engineering company with offices in California and Hawaii. Founded in 1978, we are a recognized industry leader offering a full complement of pre- construction and construction services for public, commercial, industrial and privately owned projects. Our expertise covers a wide range of construction and general engineering specialties including: Sports & Recreational Facilities, Educational Facilities, Site Development & Heavy Engineering, Structural & Architectural Concrete, Solar & Renewable Energy, Stormwater Management and RABcrete™ Pervious Concrete. We believe in providing exceptional value and service to all of our clients and believe that dedication and hard work is the key to unlocking our continued growth and success.

Our headquarters are located in Santa Clara, California.

To apply, please email your resume and cover letter to jobs@bothman.com