



The McCaffrey Group is a family-owned company, founded over 45 years ago. Having built more than 10,000 homes in the San Joaquin Valley, McCaffrey Homes has earned the trust and respect of homeowners year after year. Our company has been honored with many of the building industries and the community's highest awards, including the induction of co-founders into the prestigious California Homebuilding Foundation Hall of Fame. "Built for a Lifetime" means more than quality homes built to last. It's about a tradition of pride, craftsmanship, and the idea of "home".

We are hiring for a Receptionist to manage our front desk and perform a variety of clerical duties. The ideal candidate will be adaptable in a fast-paced environment, inherently possess a positive, gracious and friendly attitude, and have a strong attention to detail.

Duties and Responsibilities Include:

- Manage reception desk which includes maintaining professional demeanor while managing all internal and incoming telephone calls. Directing callers appropriately, and taking accurate messages. Manage and update the phone system.
- Incoming & outgoing mail handling which includes certified mail, overnight shipments, confidential mail, packages as well as distribution.
- Building Maintenance includes scheduling routine maintenance, overseeing landscaping, office cleaning, emergency and routine repairs, and maintain the kitchen by preparing coffees, teas, dishwasher and refrigerator.
- Ordering, distribution and inventory of all supplies for all business units.
- Meeting set-up and clean-up, catering, scheduling.
- Assist all departments with clerical needs including bulk mailings, typing, addressing envelopes, etc., as needed.
- Assist with office décor for holidays, team events, etc.
- Stocking refrigerators with bottled waters
- Update and manage company's database of contacts
- Set-up and maintain all apple devices.
- Perform other assignments and special projects as directed by the owners and department managers.
- Update and track records in spreadsheets, maintaining accurate data ongoing for special projects.

Requirements:

- One to three years related work experience preferred.
- High school diploma or GED required
- Basic skills in Microsoft Word, Excel, Powerpoint, Publisher, and Outlook
- Strong interpersonal, organization, verbal and written communication skills
- Ability to self-manage time and offer accurate and timely feedback
- Maintain regular attendance and punctuality relative to daily work schedule
- Take direction from supervisor and other managers.
- Works well under deadlines and is capable of handling multiple tasks with simultaneous deadlines
- Accepts constructive feedback
- Team Player