

WE ARE SEARCHING.

Designing Together

RECEPTIONIST

We need someone:

Who is interested in working in a professional fast-paced environment.

Who has broad knowledge and skills to provide administrative support.

Who can work independently yet appreciates teamwork.

Who adapts quickly.

Who is approachable and has well-developed communication skills.

Who enjoys customer service.

Who operates with integrity.

Is that you?

Do you need a company:

Who values employees?

Who encourages entrepreneurial thinking?

Who values professional development and individual growth?

Who supports business relationships at all levels?

Who designs with fluid collaboration?

Who has passionate teams?

If so, you may find yourself:

Organizing office supply inventory.

Maintaining various forms of communications.

Providing hospitality support.

Managing incoming and outgoing mail.



ARCHITECTURE ENGINEERING INTERIOR SPACES LANDSCAPE ARCHITECTURE PLANNING

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RECEPTIONIST

Responsibilities include:

- Maintain decorum with high degree of quality communication between staff, guest, and clients.
- Answer and route calls.
- Greet visitors and handle inquiries.
- Order meals for weekly Lunch + Learns.
- Perform various general administration functions.
- Support special projects.

Requirements include:

- 5+ years of administrative experience.
- Working experience with Microsoft Office.
- Possesses high initiative and assertiveness.
- Responds quickly, professionally, and efficiently.
- Demonstrated organizational skills.
- Continual learning mindset.

Are you interested?

Apply now to JOIN a forward-thinking, growing company with the passion, creativity, and vision to sustain continued growth and make a positive impact on our surrounding communities.

With competitive benefits in:

Relaxed PTO Structure

Flexible work and telecommute schedules

Individual Professional Development budgets

Parking and Transit subsidies

401k Matching

Professional Casual Work Environment

BCRA is an EEO Employer.



Email Resumes to:

hr@bcradesign.com

Mail Resumes to:

BCRA Tacoma

Attn: HR Department

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Tacoma, WA 98402

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