

Alabama Job Order Print Document

Job Order: **2861210**

Print Date: **9/1/2020 3:27:11 PM**

Office: **Tuscaloosa Comprehensive Career Center**

LWDB: **West AlabamaWorks!**

Employer Information:

Employer Name: **LP Services LLC**

How to Apply: **Provide an AlabamaWorks! Resumé Online (recommended)**

Company Website: **<https://lpservicesllc.com/>**

Application Comments:

Location:

Main Address:

**LP Services LLC
3076 Palisades Court
Suite E
Tuscaloosa, AL 35405**

Mailing Address:

**3076 PALISADES CT
Suite E
TUSCALOOSA, AL 35405-3455**

Contact:

Contact: **Leslie Williams**

Title: **Human Resources**

Phone: **(205) 737-7057 x** Fax: **(205) 710-5595**

Email: **leslie@lpservicesllc.com**

Job Details:

Occupational Code: **43906100 Office Clerks, General**

Job Title: **Receptionists and Information Clerks**

Industry Code: **561320 - Temporary Help Services**

Number of Positions: **1**

Referrals: **250**

Earliest Date to Display: **9/1/2020**

Last Date Job Order Will Display: **10/31/2020**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category:

Job Duties and Skills:

Description:

- **Greet and welcome guests as soon as they arrive at the office**
- **Direct visitors to the appropriate person and office**
- **Answer, screen and forward incoming phone calls**
- **Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)**
- **Provide basic and accurate information in-person and via phone/email**
- **Receive, sort and distribute daily mail/deliveries**
- **Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)**
- **Order front office supplies and keep inventory of stock**
- **Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing**
- **Proven work experience as a Receptionist, Front Office Representative or similar role**
- **Proficiency in Microsoft Office Suite**
- **Hands-on experience with office equipment (e.g. fax machines and printers)**
- **Professional attitude and appearance**
- **Solid written and verbal communication skills**
- **Ability to be resourceful and proactive when issues arise**
- **Excellent organizational skills**
- **Multitasking and time-management skills, with the ability to prioritize tasks**
- **Customer service attitude**

Special Software/Hardware Skills Needed: **No**

Special Skills:

Job Requirements:

Minimum Age: **18**

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **High School Diploma or Equivalent**

Months of Experience: **12**

Requires a Drivers License: **No**

Near Public Transportation: **No**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **10.00 Hour**

Maximum Salary:

Pay Comments: **DOE (Depends on Experience)**

Supplemental Compensation: **No**

Hours per Week: **Hours Vary**

Actual Hours:

Shift: **Day**

Benefits: **Medical, Dental, Life Insurance, Vision**

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

- Contact Information
- Employment History Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

Staff Information:

Category: **NA**

Job Developer Mandatory Listing: **NA**

Status: **Veteran Hold**

Employer Status:

Reason: **NA**

Future Release From Hold:

Job Order Followup: **10/1/2020**