

## **New Britain Office - Receptionist P/T (20-25 hours) M-F**

We are currently looking for a part-time Receptionist Monday-Friday during the afternoon hours. The qualified candidate will possess excellent communication and interpersonal skills, a positive outgoing personality, and be a team player. Applicant should also be proficient in MS Office Suite.

Key responsibilities will include:

- Greeting visitors and directing them from the reception area to the appropriate staff member/destination, to ensure they are not inconvenienced.
- Receiving and distributing incoming mail, packages, etc. in a timely manner.
- Answering incoming calls on a multi-line phone system in a professional manner and transferring them to the appropriate person and/or Administrative Assistant.
- Proposal Opportunity Research
- Basic administrative support such as copying, drafting correspondence, document review, etc
- Ensuring that the reception area is well maintained, as this creates the first impression of the firm to incoming guests

**Gilmore and Associates is an Equal Opportunity Employer that provides competitive compensation structure including a generous benefits package.**

Email resume in confidence to:  
hrdept@gilmore-assoc.com