



**Job Title:** Receptionist & Office Assistant

**Location:** 5312 Six Forks Rd, Raleigh, NC

**Salary:** \$40,000 annually

**Job Type:** Full-Time

**Start Date:** Immediate

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### **About Crandell's Enterprises**

Crandell's Enterprises is a dynamic and fast-growing organization dedicated to delivering high-quality services that improve lives and strengthen communities. We operate in a fast-paced, mission-driven environment where professionalism, teamwork, and strong communication are essential. As we continue to expand, we are seeking a highly skilled and motivated individual to join our team as a Receptionist & Office Assistant.

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### **Position Overview**

The Receptionist & Office Assistant will serve as the first point of contact for clients, visitors, and partners while also supporting day-to-day office operations. This role requires exceptional communication skills, professionalism, and the ability to manage multiple priorities in a fast-paced environment. The ideal candidate is detail-oriented, punctual, tech-savvy, and a proactive problem solver.

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### **Key Responsibilities**

- Greet and assist clients, visitors, and staff in a professional and welcoming manner.
- Answer and direct phone calls, emails, and other communications promptly.
- Manage scheduling, calendars, and meeting coordination.
- Prepare, edit, and format documents using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Maintain organized filing systems (electronic and paper).
- Support administrative functions such as data entry, reporting, and recordkeeping.
- Assist leadership with special projects and daily office operations.
- Ensure the reception and office areas remain clean, organized, and professional at all times.
- Uphold confidentiality and professionalism in handling sensitive information.

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### **Required Skills & Qualifications**

- Strong verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Highly organized with excellent attention to detail.
- Ability to work effectively in a fast-paced environment with competing priorities.
- Professional demeanor with strong interpersonal skills.
- Reliable, punctual, and committed to excellence.



- Ability to take initiative and work both independently and collaboratively.

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### **Preferred Qualifications**

- Previous experience in an administrative or receptionist role.
- Experience handling confidential information with discretion.
- Problem-solving mindset and adaptability.

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### **Compensation & Benefits**

- \$40,000 annual salary.
- Full-time position.
- Major Medical Insurance.
- Dental & Vision Coverage.
- 401(k) Retirement Plan.
- Paid Time Off and Holidays.
- Opportunities for professional growth and development.
- Supportive team environment in a mission-driven organization