

**First Impressions Receptionist****Employer Information**

Organization Name: Truland Homes  
Job Department: Operations  
Reports to: Wesley Rider, Vice President of Operations  
Job Location: Spanish Fort  
State: Alabama

**Purpose:**

The First Impressions Receptionist shall live, lead, and work in alignment with the purpose, vision, and values of Truland Homes while impacting the company's brand image through all interactions with customers, trade partners, vendors, and fellow teammates. The role of the First Impressions Receptionist is to execute within the culture of the company by demonstrating ownership of first impressions for each personal interaction in the Truland Homes corporate office. The role will be directly responsible for maintaining the highest standards of quality, cleanliness, organization, and courtesy bestowed upon each person they interact with daily either via phone or face to face.

**Education:**

Required: High School diploma or Equivalent work experience  
Work Experience: Minimum of one (1) year experience in an office setting with heavy customer contact. Construction related experience preferred.

**Skills:**

- Excellent customer service skills accompanied by high energy, enthusiasm and genuine concern for our customers and friends of Truland Homes. Comfortable greeting and interacting with guests as a major function of the role.
- Basic computer and technology skills. Microsoft Word, Excel, and Outlook required.
- Ability to perform various tasks while subject to interruption and to perform work per schedules and timelines.
- Ability to establish and maintain effective working relationships.
- Ability to plan and organize many and varied work assignments.
- Ability to communicate professionally and effectively using tact, patience and courtesy.

**Tasks:**

- Reviews Design Center appointments calendar to warmly welcome every guest.
- Leads the organization in alignment with the purpose, vision, and values of Truland Homes by first modeling the way as a servant leader – serving as an example for all others to follow.
- Greets every client or trade partner that walks through the door.
- Goes above and beyond to keep the front of the building as presentable as possible.
- Assists with company announcements as needed.
- Maintains company conference room calendar schedule and assists in scheduling appointments and distributing the calendar digitally every week.
- Manage the administrative daily functions directed by Presidents or Directors, including but not limited to: produce weekly reports by transcribing, formatting, inputting, edition, retrieving, copying, and transmitting text, data, and graphics.
- Assist with new employee onboarding and announcements.
- Collect and distribute incoming and outgoing mail daily.
- Receive and distribute documentation and payments delivered in person to the front desk.
- Distribute weekly payments to trade partners and collect signatures as needed.
- Print, date stamp, sort, and distribute invoices, PO's, and all billings to appropriate personnel.
- Other duties as assigned.

Truland Homes, LLC shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. Truland Homes, LLC's commitment to equal employment opportunity applies at all levels of employment, in all job titles, including the executive level, and to all employment actions, including but not limited to decisions concerning recruitment, hiring, training, and promotion.

Please send cover letters and resumes to  
**Meagen Elmore**  
Land Resources Administrator  
[melmore@trulandhomes.com](mailto:melmores@trulandhomes.com)