



Job Title: Receptionist – Office Manager

Reports To: Administration Specialist

Job Summary:

Bluestone Partners LLC is a fast-growing construction, real estate, and property management company based in Sherman, Texas. We are currently searching for a professional with a friendly attitude to serve as our Receptionist/Office Manager.

Responsibilities:

- Greet visitors, answer, screen, and direct phone calls to staff
- Order office supplies/maintain inventory
- Manage mail - pick up/sort/distribute
- Errands, as needed
- Respond to emails
- Oversee standard office equipment
- Prepare conference room for meetings and organize catering as requested
- Offer administrative support across the organization
- Support office efficiency by maintaining the appearance of common areas
- Assist with select onboarding processes
- Other duties as assigned

Skills/Qualifications:

- Professional attitude and appearance
- Multi-tasking and time-management skills with the ability to prioritize tasks
- Excellent organizational skills
- Solid written and verbal communication skills
- Proficiency in Outlook, Word, Excel
- Ability to be resourceful and proactive when issues arise
- Strong customer service attitude
- Dependable
- Exceptional attention to detail
- Flexible attitude and a willingness to tackle new responsibilities
- At least two years of administrative and clerical experience required.