



Manafort Brothers Incorporated

Receptionist Construction Industry

Manafort Brothers Incorporated is seeking a full-time Receptionist with 3-5 years professional work experience, places, receives and routes a high volume of calls through a multi-lined switchboard. Supplies information to callers, relays messages and announces visitors, is well organized and has strong follow-up skills. Greets visitors, handles incoming calls and performs general administrative duties. Also may assist other administrative staff with overflow work, including word processing, data entry and internet research tasks. Must be a self starter, have solid communication skills, attention to detail and a working knowledge of Word and Excel. We offer a competitive compensation and benefits package.

**Please send resume to:
Human Resources Department
P.O. Box 99
Plainville, CT 06062
Fax (860)747-6296
hr@manafort.com**

AA/EOE M/F/Disability/Vet