



PRESTON | HOLLOW

COMMUNITY CAPITAL

## Receptionist

*Preston Hollow Community Capital LLC (PHCC)* provides specialized impact financing solutions for projects of significant social and economic importance to local communities in the United States. As a team, we bring a decades-long track record of helping communities achieve their financial, sustainability and community impact goals. We do so through a unique partnership model, rigorous and disciplined credit underwriting and creative investment structuring built around delivering certainty and flexibility to our borrowers.

We are seeking a highly professional Front Desk Receptionist to manage our front office on a daily basis, and to perform a variety of administrative and clerical tasks. As the Front Desk Receptionist, you will be the first point of contact for our company. Duties include offering administrative support across the organization. You will welcome guests and clients who visit the business, and coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

To be successful in this role, you should have a pleasant personality, as this is also a customer service role. You should be able to deal with emergencies in a timely and effective manner, while streamlining office operations. Ultimately, the Front Desk Receptionist's duties and responsibilities are to ensure the front desk welcomes guests positively and executes all administrative tasks to the highest quality standards.

### Duties & Responsibilities

- Greeting visitors entering the office and alerting staff of the arrival of visitors.
- Attending a multiple line phone system, routing calls to the proper extensions and taking/delivering messages and
- Accepting deliveries and mail and organizing them for timely distribution to recipients as well as managing outgoing mail and packages for pickup
- Serving as the face of the company, offering courteous, professional service to those entering the building or calling
- Maintain the reception area and kitchen/break room, keeping it clean and free of clutter
- Taking on additional clerical responsibilities and providing support to the Head of Operations

Personal Attributes:

- Uncompromising personal integrity
- Team player -- willing to contribute toward the completion of other credit, underwriting and operational tasks as needed
- Punctuality and good attendance are imperative
- Organized and efficient, able to establish priorities

PHCC offers a competitive compensation and benefits package including:

- Company-paid medical/dental/vision plans
- 401(k) with employer match
- Paid vacation based on position and length of service
- Employer paid long/short term disability and life insurance coverage

Please submit resumes to [resumes@phcllc.com](mailto:resumes@phcllc.com) or apply on *LinkedIn*

***NO AGENCIES PLEASE***

Preston Hollow Community Capital is an EQUAL EMPLOYMENT OPPORTUNITY employer. Candidates are considered for employment without regard to classification protected by applicable federal, state, or local law.