



## TEMPORARY FRONT DESK RECEPTIONIST

In 1985, Mike and Kim Crabb founded Diamond C with a small team and a big dream. Over the years, the company has grown significantly, now employing over 900 team members. Diamond C remains a family-owned and operated business, with a strong emphasis on our foundational “Do Work, Love Strong” culture, which is based in Mt. Pleasant, TX.

We are unwavering in our commitment to more – more process improvements, more sustainable manufacturing, and more opportunities for our team. Our purpose is to fuel the growth and success of our team members, customers, and community. We're dedicated to being a positive force for change and using our expertise to make a meaningful impact on our community abroad. This role is located in Mount Pleasant, TX 75455

### **Purpose:**

We are seeking a punctual, professional, and bilingual (English/Spanish) Temporary Front Desk Receptionist to serve as the first point of contact for our organization. This role is essential in creating a welcoming environment for visitors and supporting internal departments with administrative and confidential responsibilities. The ideal candidate will demonstrate strong communication skills, technology proficiency, and a high level of discretion, particularly when handling sensitive HR and customer service matters.

**Schedule:** *Monday–Friday, 8:00 AM–5:00 PM (must arrive early to open doors by 8:00 AM)*

**Duration:** *4-month temporary assignment*

### **Responsibilities:**

- Open front doors before 8:00 AM daily and maintain a professional reception area.
- Greet and assist visitors, directing them appropriately and ensuring a positive first impression.
- Answer, screen, and route incoming calls with confidentiality and professionalism.
- Handle sensitive information related to HR and customer service with the utmost discretion.
- Use Microsoft Office Suite and other internal systems efficiently to support daily operations.
- Collaborate with HR and other departments, providing clerical support as needed.
- Manage incoming and outgoing mail, packages, and deliveries.
- Perform general administrative tasks and assist with ad hoc projects as assigned.

### **Qualifications:**

- Previous experience in a receptionist, front desk, or administrative support role.
- Fluent in both English and Spanish, with excellent verbal and written communication skills.
- Maintain a polished appearance and conduct oneself with professionalism at all times.
- Demonstrated ability to handle sensitive information with discretion.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and comfortable with general office equipment.
- Strong interpersonal skills with a focus on providing excellent customer service.
- Familiarity with office protocols and internal communication practices in a professional environment.

### **Benefits:**

- Medical
- Dental
- Vision
- Long and Short Term Disability
- Employer Paid 25K Life Insurance
- Other Supplemental Policies
- Physical Wellness Program
- Paid Maternal/Paternal Leave
- Tuition Reimbursement Program
- 401(k) & Company Match
- Scholarship