



Building Relationships Since 1957.

A photograph of an office desk. In the foreground, a yellow hard hat is out of focus. In the middle ground, a spiral-bound notebook with a silver ring is open, with a black pen resting on it. The background shows a white desk with other office supplies, also out of focus.

If You Have the Motivation,
We Have the Destination.

Position: Receptionist / Company Culture Champion

J&S Construction® is a fourth generation, family-owned and operated, General Contractor that employs approximately 70 of the finest craftsmen and construction trade professionals in the industry. With annual revenues of approximately \$30M, our diverse portfolio includes new construction and renovation projects for commercial, healthcare, churches, government and industrial facilities. Having completed more than 260,000 square feet of LEED® certified space for private owners and government entities, we are also one of the foremost builders of LEED certified buildings in Tennessee. A unique feature about working with our team is that our standard work week consists of four 10-hour days, so that every Friday our team can spend time with their family and enjoying the incredible natural treasures of the Upper Cumberland area.

Located in Middle Tennessee, J&S Construction is strategically placed to provide services to the Southeast as well as various other states. Having completed projects from Kansas to Florida and Texas to Virginia, J&S Construction is able to perform general contracting services in more than 30 states. The majority of our work is completed within 100 miles of our corporate headquarters, located in Cookeville, Tenn. We are one of the oldest and largest construction companies between Nashville and Knoxville. Our strategic plan is not to be the biggest, but to be the best, and to be large enough to successfully serve all of our clients' needs. We have a repeat client rate of over 75% each year and 99.6% of our clients, at the conclusion of their projects, say they will use J&S Construction on their next project.

We are a very close-knit group of professionals. The Receptionist plays a vital role at J&S Construction, often being the first impression clients, subs, and vendors have with our company. We are looking for an individual with strong values and uncompromising integrity. As a company, we strive to make the excellence in which we work a testament to the faith we freely proclaim. Our ability to stay in business in this one region for so long is a direct result of the quality of our team members and God's providence in our company's success. We are looking for an individual who wants to be a part of the great community we are a part of in Middle Tennessee. With its natural treasures, strong local economy and strategic geographic location, Middle Tennessee is a great place to raise a family, plant roots, and start a career with a company with which you can retire.

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Primary Responsibilities

- Smiling.
- Promotion of a fun and healthy company culture.
- Answer computer-integrated, multi-line telephone system, take messages as needed, or forward calls to appropriate parties inside or outside of the facility.
- Support Project Management team in processing of post job records and files.
- Schedule and confirm appointments, and maintain calendars.
- Greet customers, clients and other visitors.
- Check in visitors and direct or escort them to their destinations.
- Inform other employees of visitors' arrivals or cancellations.
- Enter customer information into the organization's database.
- Copy, file, and maintain paper or electronic documents.
- Handle incoming and outgoing company correspondence.
- Handle all UPS/FedEx shipping needs.
- Consolidate statements and distribute invoices for Field Team.



Company Benefits

- Three-Day Weekends Every Week
- Medical, Dental and Vision Plans
- 401K Program with Matching Employer Contributions
- Short and Long Term Disability Insurance
- Company-Sponsored and Voluntary Life Insurance
- Paid Vacation and Holidays
- Team Share Profit Sharing Bonuses Paid Twice Annually
- Ongoing, Company-Sponsored Education and Training
- Unlimited Opportunity for Personal and Professional Growth
- Use of Company Fitness Center

If interested in joining the J&S Construction Family, send completed application to teambuild@jsconstruction.com, or visit our office (1843 Foreman Drive, Cookeville, TN) Monday through Thursday (8 a.m. to 5 p.m.).

[\(Click here to download application.\)](#)

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