



# BUILDING A QUALITY OF LIFE FOR GENERATIONS TO COME

## Welcome to RJV Construction, where becoming a part of our team isn't just a job; **IT'S A WAY OF LIFE.**

RJV Construction is an underground utility contractor based in Canton, MA, specializing in water and sewer enhancements. The legacy of our family-owned business goes back to 1921, and today we're proud to be a leading construction company in the area.

At our core are four guiding principles: **quality, teamwork, passion, and dedication.** These values are instilled in our work every single day.

As a part of the RJV family, you'll receive the respect and support needed to grow personally and professionally. With access to the latest technology and equipment, there's no limit to what you can achieve here.

Join us in providing reliable water and sewer services to the Greater Boston Area and Building a Quality of Life for Generations to Come!

### QUALITY

Taking pride in our craftsmanship. Do it right, do it once.

### TEAMWORK

Putting the health and well-being of our employees first, working side by side to get the job done.

### PASSION

Driven to succeed and overcome any challenge all while enjoying what we do.

### DEDICATION

Devoted and loyal to our clients and our fellow employees.

## RECEPTIONIST/ ADMIN WESTWOOD, MA ON SITE

We are seeking a professional and highly organized Receptionist/ Administrative Assistant to serve as the first point of contact for visitors, clients, and employees. This role is responsible for managing front desk operations, assisting with HR and marketing tasks, supporting company events, and keeping office spaces organized. The ideal candidate will possess strong communication skills, attention to detail, and the ability to multitask in a dynamic office environment.

### REQUIRED SKILLS AND EXPERIENCE:

- 1-3 years of experience in an administrative, receptionist, or office support role.
- Strong verbal and written communication skills for professional interaction with visitors/staff.
- Excellent organizational skills and attention to detail.
- Ability to multitask and manage competing priorities efficiently.
- Proficiency in Microsoft Office Suite ( Outlook, Word, Excel) and office equipment.
- Experience in HR support, recruiting, or event coordination is a plus.
- Familiarity with marketing coordination or social media management is beneficial.
- Valid driver's license and ability to make local supply pickups and post office runs.
- Ability to work in-office Monday to Friday, 8 AM - 4 PM.

RJV Construction Corporation is an affirmative action/equal opportunity employer. We are always seeking qualified/hardworking individuals to join our team. RJV offers competitive compensation for salaried positions and excellent benefits including; Health/Dental, 401k match, Paid Time Off, and Holidays.

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## RECEPTIONIST/ ADMIN WESTWOOD, MA ON SITE

### PRIMARY RESPONSIBILITIES INCLUDE:

#### 1. Front Desk & Visitor Management

- Greet and announce visitors professionally, ensuring a welcoming office environment.
- Answer and direct incoming calls to the appropriate departments.

#### 2. Administrative & Office Support

- Scan, organize, and maintain documents as needed.
- Monitor, order, and pick up office supplies to ensure adequate stock levels.
- Prepare mailings and make daily trips to the post office.
- Receive, verify, and distribute deliveries.
- Maintain cleanliness and organization in the reception area, conference room, and kitchen.

#### 3. Event & HR Support

- Assist the Office Manager with planning and setting up for company events.
- Support HR by running driving record checks for employees.
- Monitor job postings on Indeed and conduct phone screenings for candidates.

#### 4. Marketing & Other Duties

- Act as the point of contact for marketing-related requests and initiatives.
- Perform other administrative tasks as assigned to support office operations.

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