



reinvent the way you work™

## Customer Relations Specialist

BSI (Building Service Inc.), Wisconsin's largest commercial interior contractor has an opportunity for a talented and creative individual who wants to be part of a winning team. BSI designs, builds and furnishes interiors for business.

We are seeking a friendly and outgoing Customer Relations Specialist to greet visitors, answer and direct phone calls and perform general office and administrative tasks.

### Responsibilities

- Front desk Receptionist duties include answering, directing, and screening calls: greeting visitors; sorting mail.
- Providing administrative support to Customer Service Dept.
- Miscellaneous duties as assigned.

### Qualifications

- High school diploma or general education degree (GED)
- Must be punctual and reliable
- Organized
- Highly Motivated
- Ability to multi-task
- Strong verbal and written communication skills
- Previous reception experience in an office setting is a plus.
- Outgoing personality
- Computer proficiency

### Qualified candidates shall submit a cover letter and resume to:

BSI  
Attn: Erin Macejkovic  
W222 N630 Cheaney Rd  
Waukesha, WI 53186

Or email: [emacejkovic@buildingservice.com](mailto:emacejkovic@buildingservice.com)

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