



### **Receptionist**

Cypress Benefit Administrators, a national company administering employee benefits for self-funded companies, is seeking an experienced Receptionist to support our office located in Omaha, NE.

**Duties:** Direct calls to appropriate personnel in a professional, friendly, accurate, and efficient manner. Welcome and interact with clients and various partner vendors visiting our office. Support Cypress initiatives and departments by completing special tasks

**Qualifications:** Prior experience managing multiple phone lines. Ability to navigate and utilize various PC applications efficiently. Ability to work in a fast paced environment with fluctuating call volumes. Strong interpersonal skills and attention to detail. Must be able to work core business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Bilingual in Spanish desired, but not required.