

LOGIX,LLC Job Description
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Position Title:	Receptionist / Scheduler
Reports To:	Business Support Team Manager
FLSA Status:	Hourly, Non-exempt
Last Revised/Approved:	1.7.2026

POSITION SUMMARY

As the Logix Receptionist/Scheduler, you will be the first point of contact for our company while serving as the central scheduling coordinator for our sales and operations teams. This dual role combines professional front desk management with comprehensive scheduling responsibilities across multiple teams and projects. You will be responsible for welcoming guests, managing incoming communications, and coordinating complex scheduling needs, including appointments, installations, service calls, and project timelines. Administrative duties will include maintaining our master scheduling system to ensure optimal workflow and resource allocation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to, the following:

Reception Duties

- Receiving visitors at the front desk by greeting, welcoming, and directing them appropriately
- Take payments and issue receipts when necessary
- Answering, screening, and forwarding incoming telephone calls
- Receiving and sorting daily mail/deliveries
- Providing basic and accurate information in person and via email/telephone
- Keeping inventory of office supplies
- Light daily cleaning, ensuring reception and common areas (kitchen, breakroom, conference room, bathrooms) are tidy and presentable
- Assisting with special events planning

Scheduling Coordination

- **Master Calendar Management:** Maintain and coordinate the company-wide scheduling system for all departments, projects, and personnel
- **Sales Appointment Scheduling:** Schedule and confirm sales team's site visits
- **Installation/Service Scheduling:** Coordinate installation dates, service calls, and maintenance appointments
- **Conflict Resolution:** Proactively identify and resolve customer conflicts, communicating changes to all affected parties
- **Schedule Optimization:** Analyze routes, timing, and resource availability to maximize efficiency and minimize downtime
- **Reminder System:** Send appointment confirmations and reminders to clients via phone, email, or text
- **Rescheduling Management:** Handle reschedules promptly while minimizing disruption to the overall workflow
- **Vendor Coordination:** Schedule deliveries and inspections

Administrative Support

- Providing administrative support, as part of the Business Support Team, to Operations and Sales teams
 - Maintaining organized filing systems for scheduling records and project documentation
 - Additional responsibilities may be assigned as needed.
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MINIMUM QUALIFICATIONS (Knowledge, Skills, and Abilities)

Education & Experience:

- High School Diploma or GED (Two years of college or equivalent work experience preferred)
- Three years of related reception and scheduling experience or relevant coursework
- Experience with scheduling software, calendar management systems, or dispatch coordination preferred

Essential Skills:

- Advanced multitasking and time management skills with the ability to prioritize competing demands
- Exceptional organizational skills with meticulous attention to detail
- Excellent oral and written communication skills across all platforms
- Professional attitude and appearance
- Strong problem-solving abilities and capacity for independent decision-making
- Ability to remain calm and efficient under pressure during high-volume periods
- Proactive approach to identifying, preventing, and de-escalating customer conflicts

Technical Proficiency:

- Fluent in computers and applications, including Google Suite (Calendar, Sheets, Docs, Gmail)
 - Proficiency in managing multi-user calendars and complex scheduling systems
 - Comfortable learning new software and digital tools quickly
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GENERAL EXPECTATIONS

1. Recognize and perform the physical requirements of the work as defined in the Employee Handbook
 2. Safety: Complete necessary training and adhere to all safety requirements
 3. Adhere to Employee Handbook requirements
 4. Promote Logix in a positive manner within the community
 5. Maintain confidentiality of client information and company scheduling data
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WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Receptionist/Scheduler will be working primarily in an office setting.

QUALIFICATIONS NEEDED FOR THE POSITION

Experience and Skill Requirements: The following experience and skills are considered essential:

- Valid Driver's License required
 - Able to meet the clean driving requirements of the company insurance policy
 - Fluent and professional communication skills in person, email, and phone
 - Demonstrated ability to manage complex, multi-party scheduling scenarios
 - Experience coordinating schedules across multiple teams or departments
 - Strong customer service orientation with the ability to manage client expectations
 - Flexibility to adapt to changing priorities and last-minute schedule adjustments
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PREFERRED QUALIFICATIONS

- Experience in construction, trades, field services, or project-based industries
 - Previous experience with dispatch or field service scheduling
 - Knowledge of route optimization and resource allocation principles
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Note to Candidates: This role requires someone who can seamlessly transition between greeting visitors, answering phones, and managing intricate scheduling logistics. Success requires exceptional organizational abilities, professional communication, technical aptitude, and the capacity to keep multiple moving parts synchronized throughout each day. Candidates should be comfortable working in an open communal space environment, with a lot of activity going on around them.

JOIN THE LOGIX TEAM!

Receptionist / Scheduler

Full-Time Position | Monday - Friday, 8:00 AM - 4:00 PM

Starting Wage: \$22-\$24/hour (depending on experience)

ABOUT THE OPPORTUNITY

Logix is seeking a dynamic and organized **Receptionist/Scheduler** to serve as the central hub of our operations. This is more than a traditional front desk role—you'll be the face of our company while orchestrating the complex scheduling that keeps our projects running smoothly. If you thrive in a fast-paced environment where every day brings new challenges and you love being the person who keeps everything organized, this role is for you.

Reports To: Business Support Team Manager

Employment Type: Hourly, Non-exempt

Work Schedule: Full-Time, Monday through Friday, 8:00 AM to 4:00 PM

WHAT YOU'LL DO

Be Our Front Line (Reception Duties)

- Greet visitors and create a welcoming first impression for clients, vendors, and guests
- Take payments and issue receipts when necessary
- Manage all incoming calls with professionalism—screening, answering, and directing as appropriate
- Handle daily mail and deliveries
- Maintain office supplies inventory
- Keep reception and common areas organized, clean and presentable
- Provide accurate information to clients via phone, email, and in person

Keep Us Running Smoothly (Scheduling Coordination)

- **Master the Calendar:** Maintain our company-wide scheduling system across all departments and projects
- **Coordinate Appointments:** Schedule and confirm the sales and design teams site visits
- **Coordinate Installations & Service:** Schedule installations, service calls, and maintenance appointments with clients
- **Solve Conflicts:** Proactively identify scheduling conflicts and communicate solutions to all parties
- **Optimize Efficiency:** Analyze routes, timing, and resources to maximize productivity and minimize downtime
- **Send Reminders:** Keep everyone on track with appointment confirmations via phone, email, or text
- **Handle Changes:** Manage rescheduling with minimal disruption to workflow
- **Coordinate Vendors:** Schedule deliveries and inspections

Provide Administrative Support

- Support the Operations and Sales teams as a part of the Business Support Team
 - Maintain organized filing systems for scheduling records and project documentation
 - Assigned ad hoc administrative duties to support all teams as needed
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WHAT YOU BRING TO THE TABLE

Required Qualifications

- **Education:** High School Diploma or GED (associate degree or equivalent experience preferred)
- **Experience:** 3+ years in reception and scheduling or related administrative roles (preferred)
- **License:** Valid Driver's License with clean driving record (must meet company insurance requirements)
- **Communication:** Excellent verbal and written communication skills—professional, clear, and friendly
- **Organization:** Exceptional organizational abilities with meticulous attention to detail
- **Tech Savvy:** Proficiency with Google Suite (Calendar, Sheets, Docs, Gmail)

- **Multitasking:** Advanced ability to juggle competing priorities without dropping the ball
- **Problem-Solving:** Strong independent decision-making and conflict-resolution skills
- **Grace Under Pressure:** Ability to stay calm and efficient during high-volume, fast-paced periods

Preferred Experience

- Scheduling software (Google, Monday.com, or similar platforms)
 - Construction, trades, field services, or project-based industries
 - Dispatch or field service scheduling
 - Multi-user calendar and complex scheduling system management
 - Route optimization and resource allocation
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WHAT MAKES YOU PERFECT FOR THIS ROLE

You're a natural multitasker who loves keeping things organized. You can seamlessly shift from warmly greeting a client at the door to coordinating a complex installation schedule involving multiple teams. You're proactive—spotting potential conflicts before they happen and solving problems before anyone else even notices them. You have a professional demeanor, a customer-service heart, and the technical skills to manage sophisticated scheduling systems. Most importantly, you understand that you're not just managing calendars—you're enabling an entire company to operate at peak efficiency.

WHY JOIN LOGIX?

- **Competitive Pay:** \$22-\$24/hour based on your experience
 - **Great Schedule:** Full-time Monday-Friday, 8 AM - 4 PM (no nights or weekends!)
 - **Professional Growth:** Opportunity to develop skills across reception, scheduling, and operations
 - **Team Environment:** Work with dedicated professionals in a collaborative setting
 - **Stability:** Join an established company with consistent operations
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PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

You'll work primarily in an office setting, and should be comfortable working in an open communal space environment, with a lot of activity going on around you. The role requires the ability to sit/stand at a desk, use a computer for extended periods, answer phones, and perform daily light cleaning of common areas, and trash removal. Reasonable accommodations are available for individuals with disabilities.

READY TO JOIN OUR TEAM?

If you're an organized, professional multitasker who excels at keeping complex schedules running smoothly while providing exceptional front-desk service, we want to hear from you!

To Apply: Please email your resume and cover letter to HR@solarlogixmaine.com

Logix is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Duties, responsibilities, and activities may change at any time with or without notice.