

# Job Title: Receptionist

**Pay:** \$15.50 - \$16.50 per hour

## **Job description:**

We are seeking a highly organized and personable Receptionist to join our team. The ideal candidate will be the first point of contact for our clients and visitors, providing exceptional customer service while managing various clerical tasks. This role requires strong communication skills, as well as the ability to handle multiple tasks efficiently in a fast-paced environment.

## Responsibilities

- Greet and welcome visitors in a friendly and professional manner.
- Manage multi-line phone systems, directing calls to appropriate personnel while maintaining excellent phone etiquette.
- Provide clerical support.
- Support customer service efforts by addressing inquiries and providing information effectively.
- Collaborate with team members to ensure smooth office operations.

## Requirements

- Experience in an office environment.
- Strong computer skills including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiarity with multi-line phone systems and excellent phone etiquette.
- Excellent organizational skills with the ability to manage time effectively and prioritize tasks.
- Experience with clerical duties such as data entry, filing, and document management.
- Strong typing skills and attention to detail for accurate documentation.
- Ability to work independently as well as part of a team while maintaining a positive attitude.

**Job Type:** Part-time

**Work Location:** In person