

Receptionist

Job Type: Full-time

Job Description:

- The Receptionist will be responsible for answering phones and greeting guests in a warm, friendly and professional manner
- Answer phones and transfer calls to the appropriate person
- Incoming and outgoing email correspondence
- Taking messages and ensuring that customers calls are being returned in timely fashion
- Receiving and sorting daily mail/couriers/deliveries
- Scheduling meetings/appointments
- Making calls for the President and then transferring the call to him or leaving a message
- Basic data entry
- Responsible for making sure use of conference room is properly scheduled
- Running errands as needed

Receptionist Background Profile:

High School Diploma or equivalent

Experience working within an office environment

Proficient with MS Office – (Specifically Word, Outlook and Excel)

Strong organizational skills and attention to detail

Excellent customer service skills, professional appearance and positive attitude are a must