



Apply to Cindy@csbgky.com

Rate of Pay: \$16/hr

Receptionist Description

We are a third party recruiter seeking to hire an experienced Front Office Receptionist for a professional office. If you're a passionate, outgoing, self-starter, this opportunity is for you. Apply now!

Responsibilities for Receptionist

- Answer and direct phone calls in a polite and friendly manner
- Welcome clients in a warm and friendly manner, and direct them to the appropriate area
- Maintain reception area and all common areas in a clean and tidy manner at all times
- Operate standard office equipment on a regular basis, including computer, copy machine, printer, and scanner
- Keep detailed and accurate records of client requests and of calls received
- Receive office supply deliveries; sort and distribute
- Take inventory of supplies and request as needed

Qualifications for Receptionist

- Relevant experience in an office environment
- Proficient in Computer skills including Microsoft Outlook/Calendar
- Strong phone and email communication skills
- Excellent Customer Service
- Calm and professional appearance
- Comfortable multi-tasking and prioritizing tasks without guidance
- Punctual with strong attendance history

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