

IMMEDIATE OPENING!

Front Desk Receptionist

Championship Martial Arts
Stockbridge, Georgia

Pay: \$15 / hour

Job type: Part Time

Monday – Thursday 4pm – 8pm

Fridays 4pm – 7pm

Saturday 8:30am – 11:30am



Full Job Description

In this position, you will be responsible for managing all front-end duties, and providing excellent customer service to our clients and guests. As the first face our visitors see when they enter our establishment, you must be friendly, informative, and welcoming to visitors, and be able to handle questions, complaints, and other responsibilities as assigned.

Responsibilities:

- *Field complaints and address visitor concerns.
- *Answer phone inquiries, direct calls and provide basic information.
- *Address complaints and requests with quality customer service skills.
- *Maintain office equipment such as photo copier, fax machine, etc.
- *Oversee mail deliveries, packages, and courier
- *Ensure front desk coverage at all times.

Qualifications:

- *2+ years of previous experience as a receptionist; experience with children highly preferred
- *Proficient computer skills
- *Solid customer service skills.
- *Able to take direction and work in a team oriented environment.
- *Excellent verbal and written communication skills.
- *Strict adherence to company philosophy, mission statement, and policies

Please submit resumes to:

Email: info@cmastockbridge.com

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