



Front Desk Receptionist for Digital Brand Start-Up

Position: One of the leading Digital Brand Start-Ups in NYC is looking for a talented Front Desk Receptionist who has the desire to “Wear Many Hats” and takes pride in delivering amazing Customer Service to both external clients and visitors, as well as all internal staff and company executives!

This is a rare opportunity for real growth after one-year commitment to the role!

Responsibilities

- Delight all front desk reception visitors by greeting, welcoming, directing and announcing them appropriately
- Monitor, answer, screen and forward any incoming phone calls while providing basic information when needed
- Coordinate and organize conference room schedule, as well as Interview Rooms and Client Lunches/Events in the Executive Suite
- Multi-Task and Perform all Administrative duties as requested by Human Resources and CEO
- Maintain Front Desk and Lobby appearance – Coordinate House-Keeping schedule and nightly responsibilities
- Receive and filter calls and e-mails for Amazon, UPS and Fed Ex Deliveries as well as UBER Accounts for Executives
- Maintain all external client files, vendor accounts and paperwork
- General administrative duties for the Human Resource and Sales/Customer Service Department
- Place and receive supply orders for office, maintenance and special requests
- Coordinate and process incoming invoices and expenses with Accounting and Finance Department

Qualifications

- Ability to Multi-Task and Wear Many Hats
- High Energy and a “Can-Do” Attitude
- Excellent Computer Skills, especially MS Outlook and MS Word/Excel
- Ability to provide Amazing Customer Service Internally and Externally
- Ability to serve as Point Person and Lead Office Administrator
- Must be open to growth and taking on additional responsibility as needed

Rare opportunity for Growth and Promotion after one year. Bonus and Benefits also included!

Email your CV to Resumes@OmniChannelCareers.com