



EAST COAST IV

Part Time Seasonal Receptionist Job Description

East Coast IV is Maryland's premier IV therapy provider, and we need quality individuals such as yourself! Join our winning team in a relaxing work environment and meet amazing people at the same time.

Job Responsibilities:

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of client arrival
- Maintains an accurate inventory count
- Answer phones and schedule clients
- Informs visitors by answering or referring inquiries
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- Minor facility cleaning as needed
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

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Work Hours and Benefits:

- Weekends through the end of August from 8:45 am to 3 pm paid by the hour.
- Employee discounts on all products and services

Qualifications / Skills:

- Telephone skills
- Verbal Communication
- Listening
- Professionalism
- Customer Focused
- Organization
- Works well under pressure
- Supply Management

Education and experience:

- High school diploma or GED equivalent
- Customer service experience preferred