

## Quick Employment

**Temporary to permanent Receptionist Southeast Cleveland**, full-time (40 hours) Monday - Friday, 8:00 am - 5:00 pm. The pay rate is \$16.50 to \$19.50 an hour. The monthly gross is \$2,640.00 to \$3,120.00. When you are hired permanently, you will receive an excellent benefit package. This is a great company to work for with excellent benefits, and the opportunity for growth and advancements.

**Job Summary:** Assisting departments to run smoothly, handling multiple tasks, greeting visitors, answering and transferring phone calls, and distributing mail.

### **Job Duties:**

- Greet guest and provide guest with a positive impression of the organization
- Answer guest questions and direct them to the correct department
- Respond to emails and phone calls from the general emails and voicemails and direct to the correct department
- Notify the correct department when their appointment arrives
- Receive and distribute interoffice mail
- Organize and maintain digital and hard copy filing systems
- Ensure all marketing materials are up to date at the front desk
- Assist with internal and external meetings on site
- Other duties may be assigned as needed.

### **Requirements:**

- Must have a minimum of three consecutive years' experience as a receptionist or a combination of one year as a receptionist and two continuous years as an office assistant or administrator.
- Exceptional customer and interpersonal skills
- Excellent verbal and written communication and presentation skills
- Proficient in Microsoft Office Suite (Word, Outlook and Excel), and experience using standard office equipment.
- Ability to treat confidential information using appropriate discretion
- Ability to act as a gatekeeper and deliver relevant information to executives
- Excellent time management skills and the ability to meet deadlines
- Must be able to work independently and demonstrate initiative with limited supervision

### **Minimum Requirements:**

- Must have a high school diploma or equivalent
- Must be able to pass a background screening
- Must be able to pass a drug screening

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