Quick Employment

"Professionals Hiring Professional ASAP"

Quick Employment is recruiting a part-time receptionist / front desk temporary for a permanent position with our client in Cleveland Heights, Ohio. Workdays are Mondays and Fridays, 9:00 am to 6:00 pm, and Tuesdays or Thursdays,10:00 am to 2:00 pm. The temporary will decide which day works best for them, Tuesday or Thursday. The starting pay begins at $16.50 an hour, The monthly pay is $1,320.00. When the temporary employee is hired permanently a pay increase will also be given.

Job Purpose: Provide excellent receptionist duties, and front office task when needed

Work Experience:

- Attention to details
- Typing a minimum of 30 WPM
- Must be familiar with using Microsoft Office Suite or Microsoft 365 (Word)
- Receiving and sending emails
- Answering an office phone

Duties:

- Check the main office voicemail, take messages, and distribute the messages
- Greet and welcome guest as the first point of contact creating a positive first impression
- Buzz guest into building
- Answer multiple phone lines professionally
- Type form letters, and memos fill-ins as needed
- Order supplies

Required Qualifications:

- Must have one (1) year of receptionist and office experience
- Must be able to pass a drug screening and background search
- Must have a high school diploma or it's equivalent

Email your resume today to **hr@quickemp.com** for employment opportunities.