

Park Supply Company

Job Title:	Receptionist	Department/Group:	Showroom
Level/Salary Range:		Position Type:	Part-Time
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Receptionist is responsible for performing clerical tasks within an office setting to support daily operations. Their duties include answering and transferring phone calls to employees, greeting visitors, sorting and delivering mail to employees.</p> <p>Key Characteristics:</p> <ul style="list-style-type: none"> Verbal and written communication skills to interact clearly with customers, vendors and other employees Organization skills to keep accurate records and find important information quickly Time management skills to prioritize and complete a wide variety of tasks throughout the day Patience and listening skills to respond appropriately and interact positively with upset customers Interpersonal skills to create a pleasant experience for all customers, such as being personable and attentive <p>Duties:</p> <ul style="list-style-type: none"> Making appointments for Showroom staff Processing bills and payments for customers Directing visitors to the correct location Responding to all customer inquiries in a polite and timely manner Excel in customer service while presenting a friendly, positive attitude. All other reasonable duties as assigned by management. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High school diploma, GED, or suitable equivalent. Excellent verbal communication skills. Ability to work harmoniously with a diverse range of people. Proficient with using tools required for this position. Proficient organizational skills.</p>			
Approved By:		Date:	
Last Updated By:		Date/Time:	