

We are currently seeking a Receptionist to join our fast-paced office. This key position creates an important first impression for guests & vendors and requires an experienced, organized & efficient person.

Responsibilities

- Update calendars and schedule meetings
- Greet and direct visitors to appropriate person
- Answer, screen, and forward incoming phone calls
- Light marketing (Social media, E-mail, and Print)
- Ensure reception area is tidy and presentable
- Event planning
- Vendor management
- Troubleshoot technology (printers, internet, etc..)
- Perform other administrative duties as needed

Qualifications

- Experience in the financial services industry
- Experience using a Customer Relationship Management (CRM) resource, such as Salesforce, Redtail, etc.
- Proven work experience as a Receptionist, Office Manager, or similar role
- Proficiency in Microsoft Office Suite
- Excellent written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Ability to handle pressure and demanding situations with resourcefulness, tact, and confidence

Job Type: Full-time

Pay: \$35,000.00 - \$40,000.00 per year

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be required.