



Commercial & Residential Services since 1954

## Temporary Part-Time Receptionist

### JOB PURPOSE

The Receptionist is responsible for performing a wide range of office and clerical tasks that contribute to the overall functioning of the office. They assist in various office-related duties to ensure a productive and organized work environment. This role plays a critical part in sustaining high levels of customer satisfaction to ensure exceptional customer experiences. The Receptionist reports to the Office Manager.

### JOB RESPONSIBILITIES

#### Main Activities

- Act as first line of contact for all phone calls - including, but not limited to, answering, screening, and directing all incoming phone calls efficiently.
- Greeting visitors, welcoming, directing and announcing them appropriately and in a positive and efficient manner.
- Handle inquiries and complaints and direct them on.
- Proficiency in using computers, Microsoft 365 and basic accounting software.
- Filing documents.
- Receiving payments.
- Scanning.
- Prepare invoices and statements for outgoing mail.
- Continually update and maintain all customer profiles including equipment.
- Assist with Accounts Payable and Accounts receivable when assigned.
- Assist with any additional office duties as needed or directed.

#### Knowledge

The Receptionist must have proficient knowledge in the following areas:

- Excellent customer service skills
- Ability to maintain a high level of accuracy.
- Familiarity with daily office duties

#### Skills

The Receptionist must demonstrate the following skills:

- Team building skills
- Problem solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Attention to details skills

- Organizational skills
- Written communications skills
- Computer skills
- Stress management skills
- Time management skills

## **PERSONAL ATTRIBUTES**

The Receptionist must maintain strict confidentiality with finance and personal information. The Receptionist must also demonstrate the following personal attributes:

- Honest and trustworthy
- Respectful
- Sound work ethics
- Work well with others
- Good interpersonal skills
- Flexibility

## **PHYSICAL DEMANDS**

This position will require long periods of sitting, typing and talking on the phone

## **PERFORMANCE REVIEWS**

This is a temporary part time position.

## **COMPENSATION PACKAGE**

<b>Hourly</b>	\$17.00
<b>Status</b>	Part Time Temporary Mid July through October
<b>Schedule</b>	Monday-Friday 7am-12pm