

Receptionist

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The Receptionist position is responsible for greeting visitors and delivering exceptional customer service. This entails answering incoming calls and fielding them, accordingly, addressing visitor questions and needs, and providing an overall welcoming environment. This oftentimes includes performing ad hoc administrative duties as needed.

Responsibilities:

- Receive visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Collaborate with Guest Services and Facility Services to ensure an efficient workplace experience.
- Answer, screen, and transfer incoming calls in a polite and friendly manner.
- Take messages and properly capture relevant information for attorneys and staff.
- Maintain reception area in a clean and tidy manner.
- Book conference rooms for depositions, client meetings, and other firm events.
- Order catering for meetings and events as necessary.
- Input visitors into the building security system.
- Coordinate the pickup of outgoing mail.
- Work with Manager of Office & Guest Services to reconcile invoices for various Firm vendors.
- Assist with additional administrative task as needed.

Requirements:

- High school diploma or general education degree (GED) required.
- At least 2-3 years' relevant experience in an office environment.
- Proficient in Microsoft Office Suite.
- Strong verbal and written communication skills.
- Comfortable multi-tasking and prioritizing tasks without guidance.
- Excellent interpersonal skills.
- Punctual with strong attendance history.

This is a non-exempt position and the salary range for this role is \$55,000 to \$60,000, commensurate with experience. This salary range reflects estimated base salary. Total cash compensation will be higher when factoring in overtime, year-end bonus and benefits.

If you are interested in applying for this position, please complete an application [here](#).

Selendy Gay PLLC is an Equal Opportunity Employer.