

## **All American Facility Maintenance Front Desk Representative**

We are looking for a pleasant Front Desk Representative to undertake all receptionist and clerical duties at the desk of our main entrance. You will be the “face” of the company for all visitors and will be responsible for the first impression we make.

The ideal candidate will have a friendly and easy going personality while also being very perceptive and disciplined. You should be able to deal with complaints and give accurate information. A customer-oriented approach is essential. The goal is to make guests and visitors feel comfortable and valued while on our premises.

### **Job Responsibilities:**

- Answer phones and operate a switchboard.
- Route calls to requested department
- Answer inquiries about company.
- Greet visitors warmly and make sure they are comfortable.
- Call persons waiting for visitor and book them a room to meet in.
- Schedule meetings and conference rooms.
- Ensure reception area is tidy.
- Coordinate mail flow in and out of office.
- Handle phone calls from people calling in sick.
- Setting appointments and arranging meetings as needed.
- Send email and faxes.
- Order Office Supplies twice a month through Amazon
- Provide clerical support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining new hire supplies.
- Take and relay messages.
- Update appointment calendars for visitors
- Schedule follow-up appointments.
- Perform any other related tasks as may be requested from time to time.

### **Receptionist Skills and Qualifications:**

- Proven experience as Front Desk Representative.
- Familiarity with office machines (e.g. fax, printer, etc.)
- Telephone Skills
- Strong Communication and People Skills
- Problem Solving Skills
- Microsoft Office Skills
- Problem-Solving Skills
- Supply Management
- Professionalism
- Customer Focus
- Organization

- Informing Others
- Handles Pressure