

CAREER OPPORTUNITIES

Receptionist

Location: Scottsdale

Position Purpose

Greet the public and answer the switchboard in a professional and courteous manner.
Distribute incoming faxes and e-mails.

Key Duties and Responsibilities

- Maintain a professional appearance at the front desk.
- Must have a pleasant phone voice and be able to answer questions in a positive and helpful manner.
- Must be able to handle 21 incoming lines and 100 extensions professionally and effectively.
- Maintain cohesive working relationship with all areas of the corporation.
- Place messages and recordings for holiday and after hours on the voice mail system.
- Distribute incoming faxes to the appropriate individual or department.
- Greet the public.
- Process premium billing functions.

Qualifications

- High School Diploma and some college a plus.
- Computer experience and prior receptionist experience preferred.
- Good phone and communication skills.



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