

RECEPTIONIST JOB DESCRIPTION

EMPLOYER INFORMATION

Name: Happy Homes, Inc.

Address: 8748 Seaside Blvd., Townfolk, VA 77889

Phone: 555-296-8947

E-Mail: officemanager@happyhomes.com

EMPLOYMENT ELIGIBILITY

Job Title: Receptionist

Reports to: Office Manager, Human Resources Manager

Job Location: 8748 Seaside Blvd., Townfolk, VA 77889

Start Date: July 30, 2021

Job Type: Full-time Part-time Independent Contractor Intern

of Hours: 40 Hours per week

JOB DESCRIPTION

The receptionist will manage the front desk at our main office in Townfolk. The hours are 9am-5pm, Monday through Friday.

RESPONSIBILITIES AND DUTIES

- Greet visitors;
- Answer phones;
- Event coordination;
- Manage office supplies;
- Assist the HR department;
- Executive calendar management;
- Greet and guide visitors;
- Prepare meeting rooms.

QUALIFICATIONS / REQUIREMENTS

- Multi-tasker;
- Detail-oriented;
- Good time-management;
- Computer literate;
- Personable;
- High school diploma.

