

Front Desk Receptionist

PHOENIX UNITED

Philadelphia, USA

Phoenix United Company is one of the top leaders in the telecommunications and green energy industry. For more than 5 years, we have delivered solutions with the highest quality and responsibility that allows our customers to meet their goals. Due to our substantial growth, we are looking for a **Front Desk Receptionist**.

Job Description

We are looking for a **Front Desk Receptionist** to join our team and to be responsible for greeting clients and visitors to our office. You will be in charge of giving clients directions to various parts of the office, contacting employees regarding visitors, answering phones and taking messages, and sorting and distributing mail.

To be successful in this role, you will need excellent communication skills (both verbal and written). Prior experience as a receptionist is helpful.

Key Duties and Responsibilities:

- Oversee clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed
- Welcoming visitors to our office
- Answering phone calls
- Taking and delivering messages
- Vehicle tracking and servicing schedules
- Ad hoc tasks as per business needs

Qualifications:

- Flexibility and ability to prioritize new tasks as they come in
- Interpersonal communication
- Time Management
- Customer service experience

Working Conditions & Benefits:

- Job Type: Full-time Tax Form: W2
- Pay Cycle: Bi-weekly
- Benefits: Health Insurance (Medical, Vision, Dental)
- Federal Paid Holidays & Annual Leave Paid
- Working Days: Monday-Friday (9:00AM-5:00PM)