

Receptionist / Customer Service Position

Job Summary:

Unique position available as both Front Desk Receptionist and Customer Service Sales Representative able to actively fulfill customer orders and market our services to solicit prospective new sales opportunities.

You must possess strong communication, math and multi tasking skills with careful attention to detail while working in a fast paced environment, answering phones and placing outbound sales calls. Upbeat energetic personality needed to greet customers and vendors, dedicated team player a must.

Responsibilities:

- Greet walk in customers
- Answer phone lines and process customer orders and make modifications as needed
- Follow through order processing, collecting deposits and payments
- Offer customers showroom selection options, or describe via email or over the phone
- Filing and general administrative support
- Back up co-workers

Qualifications:

- Professional and helpful phone demeanor
- Excellent oral and written communication skills
- Self motivated with the ability to work independently and multi-task
- Organized person with strong time management skills
- Personable, energetic and helpful personality, able to establish quick relationships
- Able to follow up and respond in a timely manner to client inquiries
- Party or event management experience helpful
- Ability to work with all levels of staff within businesses and organizations we do business with
- Strong familiarity with Microsoft Outlook and internet correspondence
- Bi-lingual, Spanish speaking a plus

Hours:

- 8am- 5pm Monday – Friday with alternating Saturdays (half day from 8am-12)