

Receptionist / Customer Service Position

Job Summary:

Seeking Front Desk Receptionist that serves as a Customer Service Sales Representative, someone able to meet and greet walk in customers, process customer orders and provide administrative support.

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 processing orders. 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, making frequent changes as needed
- Follow through order processing, collecting deposits and processing payments
- Offer customers showroom selection options, or describe via email or over the phone
- Back up co-workers
- Filing and general administrative support

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, catering 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)

A-Abco Rents & Sells, Inc. is committed to equal employment opportunities regardless of race, color, genetic information, creed, religion, sex, sexual orientation, gender identity, lawful alien status, national origin, age, marital status, non-job related physical or mental disability, or protected veteran status. We support an inclusive workplace where associates excel based on personal merit, qualifications, experience, ability, and job performance.

To apply, email resume with cover letter to lbrown@abcorents.com .