

Front Desk Receptionist – Customer Service & Office Administration



tech-support@bbworkforce.com

Phone :

Web :

Job Summary

Vacancy : 3

Deadline : Feb 18, 2025

Published : Sep 13, 2025

Employment Status : Full Time

Experience :

Salary : \$14.00 - \$16.00/hour

Gender : Any

Career Level : Entry Level

Qualification : High School Diploma, Professional Appearance

Job Description

Greet visitors and direct them to appropriate personnel
Answer multi-line phone system and route calls
Manage appointment scheduling and conference room bookings
Handle mail sorting and distribution
Maintain professional appearance and demeanor

Education & Experience

High School Diploma required. Previous reception or customer service experience strongly preferred.
Professional appearance and excellent communication skills mandatory.

Must Have

Excellent communication skills, friendly personality, multitasking ability

Educational Requirements

High School Diploma, Professional Appearance

Compensation & Other Benefits

Contact our Recruiter