

Help Wanted

Immediate Opening for **Receptionist – Part Time**

General Purpose of the Job:

The receptionist serves as the primary first point of contact with the public.

Essential Duties and Responsibilities:

- Demonstrates efficient communication for the office promoting positive guest relations.
- Promotes positive attitude on the telephone and when greeting walk in customers.
- Must be able to multi-task in a fast paced environment with rapid changes in focus.
- Use of computer systems to enter data and process information.
- Operate telephone switchboard to answer, screen and forward calls.
- Greet persons entering establishment and determine nature of business.
- Hear and resolve complaints from phone calls and walk-in customers.

Required Experience

- High School Graduate or equivalent; some post-secondary work preferred.
- Proficient (intermediate level) in use of Microsoft Programs, especially Word, Excel and Access
- Effective communication skills; fluent in written and spoken English
- Bilingual a plus
- Must possess outstanding communication and interpersonal skills. Must be able to communicate professionally and effectively with other office staff and employees.
- Prior experience working with sensitive information and maintaining confidentiality.

Contact Sandy @ 763-263-7900 to set up an interview.
VISION Big Lake, MN