

RECEPTIONIST / OFFICE ASSISTANT

Executive Office Suites seeking part time receptionist/office assistant.

Duties include:

- Answering Multi line phone system
- Routing calls or direct call handling for business clients
- Greet customers in front lobby and assist as needed
- Take conference room and guest office reservations and maintain those calendars
- Provide information and applications for new clients seeking part time or full time offices or virtual services
- Light clerical work for office and clients
- Variety of other general office tasks

The ideal candidate will have the following:

- Excellent communication skills
- Ability to multi-task
- Excellent customer service skills
- Mid-level proficiency with Microsoft Word and Excel
- Ability to commit to and maintain a regular work schedule
- Ability to support/maintain basic office needs when the general manager is away
- Flexibility to add hours to a shift and work occasional full days (with advance notice)

Current minimum hours per week guarantee is 15 hours/week

Current schedule is MWF 2pm-5pm, TTH 9am-noon. Schedule may have some flexibility.

Starting Hourly Pay: \$ 10.00-12.00/hour depending on experience

Dixie Office Suites supports the needs of a variety of large and small businesses. Services provided include full time/fully furnished turnkey offices, business addresses, receptionist services, conference and guest office facilities.

**To Apply, please send your resume and cover letter to karenh@dixieofficesuites.com
For more information on Dixie Office Suites, please go to www.DixieOfficeSuites.com .**