

Sposen Signature Homes
Bilingual Weekend Receptionist
Job Description

Job Summary:

This is an exciting opportunity for someone who enjoys providing excellent customer service and has strong administrative skills. The successful candidate will have the chance to work in a dynamic environment where they can contribute to the smooth operation of the office.

Please note that this position requires flexibility in working hours as occasional evening or weekday work may be required.

If you meet the requirements listed below and are interested in joining our team as a receptionist, please submit your resume along with a cover letter explaining why you would be a great fit for this role. We look forward to hearing from you!

Responsibilities:

- Greet and welcome visitors in a professional and friendly manner.
- Answer and direct phone calls to the appropriate department or individual.
- Manage the reception area, ensuring it is clean and organized.
- Schedule appointments and maintain calendars for staff members.
- Assist with administrative tasks such as filing, data entry, and document preparation.
- Handle incoming and outgoing mail and packages.
- Coordinate meetings and events, including booking conference rooms and arranging catering.
- Maintain office supplies inventory and place orders when necessary.
- Provide general support to visitors, clients, and employees.

Requirements:

- Proven experience as a receptionist or in a similar role.
- Proficient in using Google Suite (Gmail, Google Calendar, Google Docs).
- Strong organizational skills with the ability to multitask and prioritize tasks effectively.
- Excellent verbal and written communication skills.

- Knowledge of QuickBooks or other accounting software is a plus.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong computer literacy, including typing skills and proficiency in Microsoft Office Suite.
- Ability to work independently with minimal supervision.
- Attention to detail and accuracy in all aspects of work.

Preferred Skills:

- Bilingual in Spanish/English.

Physical Requirements:

- Prolonged periods of sitting at a desk.
- Must be able to lift to 15 pounds at times.

Job Type: Part-time

Pay: \$15.00 - \$17.00 per hour

Hours:

- Saturdays 10am-3pm
- Sundays 11am-4pm

Expected hours: 10 – 20 per week

Schedule:

- 5-hour shift
- Day shift
- Weekends

Work Location: In person