

Front Desk Receptionist — Guest Service Expert

Description

We are seeking a professional to support our busy team of Receptionist at our prestigious company. The ideal candidates are well-spoken, detail-oriented and have basic computer experience. We are looking for someone who has a strong sense of priority and attention to detail, as well as an ability to multi-task and follow direction. Our Receptionists are crucial to the success of the company, so we're interested in hiring a driven, motivated candidate with excellent communication skills.

Applicants please fill out the form on the link below:

[APPLY HERE NOW!](#)

Responsibilities

- Provide guest services in a timely manner and with a smile.
- Answer phones and direct calls.
- Complete administrative tasks.
- Know the schedule of all employees on a weekly basis, including vacations and sick days.
- Answer emails and other electronic communications.
- Handling transcription, printing, photocopying and faxing
- Maintaining safety and hygiene standards of the school

Qualifications

- High school diploma or GED
- Prior experience with Microsoft Office and typing

Job Benefits

- Basic Administration Training
- Career Development
- Optional Free Dance Training
- Optional Free Dance Practice Space
- \$13 to \$15 / hour depending on experience

Contacts

If you have any other question about the position feel free to call 703-824-3555.

Hiring organization

Forever Dancing LLC is a small business in Falls Church, VA. We are professional, agile and our goal is to Forever Dancing is a family owned company with the mission of spreading the joy and benefits of partner dancing to all. It counts with its glamorous headquarters, the "Forever Dancing Ballroom". It offers group classes, private lessons, workshops and special events with the best dance instructors of the DC metro area.

Employment Type

Full-time, Part-time

Beginning of employment

02/10/2024

Duration of employment

We are looking for a long term employee.

Industry

Dance/ Entertainment

Job Location

5818 Seminary Rd., suite B, 22041, Falls Church, VA, USA

Working Hours

Flexible, mostly weekday afternoons, evenings and some Saturdays

Valid through

31.12.2024