

# Insurance agency seeking receptionist!

Mid-Florida Agencies is looking for a receptionist to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks. As a receptionist, you will be the first point of contact for our company.

Our receptionist's duties include offering administrative support across the organization. You will welcome guests and greet people who visit the business. You will coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

To be successful as a receptionist, you should have a pleasant personality, as this is also a customer service role. You should be able to deal with emergencies in a timely and effective manner, while streamlining office operations.

Multitasking and stress management skills are essential for this position. This role may require working in shifts, so flexibility is a plus. Ultimately, a receptionist's duties and responsibilities are to ensure the front desk welcomes guests positively, and executes all administrative tasks to the highest quality standards.

**A background check must be passed for this position.**

**If interested send resume to [alawson@midfloridaagencies.com](mailto:alawson@midfloridaagencies.com)**