



HIRING NOW



FRONT DESK RECEPTIONIST

- Greet clients, vendors and visitors to the office and introduce them to the appropriate party
- Answer phone and direct incoming inquiries to the appropriate party
- Distribute mail, faxes and packages to the appropriate parties
- Oversee the general appearance of the office, as well as keeping supplies well stocked
- Receive earnest money checks, write receipts and distribute to agents and office broker
- Perform other clerical receptionist duties such as filing, photocopying, faxing, etc.
- Other duties as assigned

Send your resume to jen@m3realty.com

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