



Receptionist at Intellectual Point

The front desk Receptionist is the face and voice of the office providing a welcoming experience for internal and external clients. The ideal candidate for this role is an experienced multi-tasker who can handle incoming calls and partner with shared services teams to support various internal needs. Successful candidate will have a customer service oriented outlook as well as excellent organizational and verbal/written communication skills, topped off by a polished, professional image.

Experience and Skills Required:

- Operate the reception desk, greet visitors, and assist with maintaining the office environment
- Handle incoming calls in a prompt and professional manner
- Accept deliveries, sort mail, and maintain office contact list
- Maintain office environment to ensure clean and organized appearances at all times
- Order office supplies as needed
- Handle projects as assigned
- Provide administrative support to shared services team
- 1-2 years' experience in an office environment
- Outstanding organizational and communication skills, both written and verbal

Salary, Commissions & Benefits

- Attractive base pay
- Attractive Health Benefits + Vacation
- Flexibility to work from home and flex time
- Performance based perks such as a fully paid vacation at an exotic location upon exceeding sales goals

Please send a copy of your resume to: contact@intellectualpoint.com