



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