



## **Receptionist**

### **Tracking Code**

2017-107

### **Job Description**

VERVE is currently seeking an Receptionist to join our team. As a Receptionist, you will be responsible for receiving and accurately direct incoming phone calls with energy and professionalism and supporting the administrative department. This position will lead to growth opportunities within the company in our administrative and marketing departments.

### **RESPONSIBILITIES:**

- Greet and direct clients and other visitors in a courteous and timely manner.
- Update and distributes office phone directory
- Maintain the appearance and atmosphere of the lobby in a neat, professional and attractive manner at all times.
- Sort mail deliveries and other administrative tasks in support of office operations.
- Maintain parking records and collection of parking cards, if required.
- Direct couriers and deliveries.
- Maintain office continuing education database as required.
- Provide administrative support as directed.
- Scheduling of conference rooms, ACR and WebEx meetings.
- Takes personal responsibility for fostering a green workplace through sustainable work practices.
- Fosters a commitment to external and internal client service.

### **OTHER:**

- Travel may be required.
- Overtime may be required.
- The job duties and requirements that this document describes may be altered or supplemented at any time at the sole discretion of VERVE.

### **Required Skills**

- Effective communication skills both oral and written.
- Great interpersonal skills and the ability to interact with all levels of staff.
- Welcoming, friendly, professional, reliable, dependable and prompt.
- Expert multi-tasker and prioritize with the ability to juggle multiple calls and guests at one time and make each feel their needs are being well handled.
- Ability to work independently with little to no supervision.
- Strong customer service orientation.
- Organized; maintains neat and tidy work area.
- Experience in MS Office including Word and Outlook.



- Experience in switchboard/reception work.

**Required Experience**

- Associate Degree or equivalent. Degree Preferred.
- Previous switchboard/reception and clerical/related office experience preferred.

**Job Location**

VERVE – San Francisco, California, USA

**Position Type**

Full-Time/Regular