

RECEPTIONIST:

Seeking friendly, dedicated, efficient front office receptionist to join our growing team.

The right individual would possess and have a solid understanding of the importance of customer service, is friendly, polished, and hard working but has fun while doing so.

REQUIREMENTS:

- 6 months to 1 year receptionist or front office experience
- **MUST HAVE** Intermediate computer knowledge. Must pass skills tests
- A positive attitude
- Reliable and professional
- Excellent communication skills
- Reliable transportation

DESCRIPTION:

- Answer phones
- Schedule appointments
- Adapt to new work situations, people, ideas, procedures, and organizational structures.
- Communicate and work effectively as a team member
- Exhibit maturity, reliability, composure, and stability under pressure.
- Understand and abide by a high standard of professional ethics.
- Begin assignments without prompting, be able to organize and prioritize work.
- Report to scheduled work shifts in a dependable and timely fashion.
- Help to maintain friendly, clean, presentable work environment

WHAT'S IN IT FOR YOU:

- A professional and busy environment
- Part-Time position

Please send resume, including cover letter to careers@ebioderm.com.

**** Please include the days and hours available to work.****

Description in subject line to be: RECEPTIONIST/YOUR NAME/
REQUESTING SALARY