

Job Title: Part-Time Front Desk Receptionist

Position Overview

We are seeking a reliable and professional Part-Time Front Desk Receptionist to join our team. This role is shared with another part-time receptionist and is essential in creating a welcoming and organized office environment. The ideal candidate is friendly, detail-oriented, and able to manage multiple responsibilities with a positive attitude.

Schedule & Coverage

- This is a part-time position with a shared schedule alongside another receptionist
- A monthly schedule will be provided
- In the event of time off, the receptionist is responsible for:
 - Coordinating coverage directly with the other receptionist
 - Submitting time-off requests to their supervisor in advance

Key Responsibilities

- Manage and operate the phone system, including answering and directing calls
- Greet and assist visitors, clients, and vendors in a professional manner
- Handle walk-in inquiries and provide general information
- Prepare and maintain conference rooms for meetings and events
- Receive, sort, and distribute packages and deliveries
- Support basic office management tasks to ensure smooth daily operations
- Perform ad hoc administrative duties as needed

Qualifications

- Previous front desk, receptionist, or administrative experience preferred
- Strong communication and interpersonal skills
- Professional demeanor and customer-service mindset
- Ability to multitask and stay organized in a fast-paced environment
- Dependable and proactive with strong problem-solving skills

Compensation & Benefits

- Hourly rate: **\$16–\$20 per hour**, based on experience
- This position is **not eligible for benefits or PTO**
- **Holiday pay is provided**

We're hiring a **Part-Time Front Desk Receptionist** to join our team!

This role is shared with another part-time receptionist and is key to keeping our office running smoothly while creating a welcoming experience for visitors and clients.

What you'll do:

- Answer and direct phone calls
- Greet visitors and manage walk-ins
- Prepare conference rooms
- Handle packages and deliveries
- Assist with light office management and administrative tasks

Schedule:

- Part-time, shared schedule
- Monthly schedule provided
- Must coordinate coverage with the other receptionist when needed

What we're looking for:

- Friendly, professional, and dependable
- Strong communication and organizational skills
- Ability to multitask in a fast-paced environment
- Previous receptionist/admin experience preferred

Compensation:

- \$16–\$20/hour (based on experience)
- No PTO or benefits
- Holiday pay included

If you're organized, people-focused, and enjoy being the face of an office, we'd love to hear from you!