

Customer Services Receptionist

SUMMARY:

Operates cord or cordless switchboard to relay incoming, outgoing, and interoffice calls.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Operates switchboard equipment and responds to telephone calls and personal inquiry.
- Supplies information to callers and records messages, or transfers calls/persons to appropriate person or department.
- Performs clerical duties such as typing, proofreading, sorting mail, mailing checks and transferring funds.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)