

Receptionist – Healthcare Workforce1
New York, New York

Do you have a passion for making a difference in someone's life? Are you looking for an opportunity to use your skills, experience and empathetic nature to work for a progressive, forward-thinking and family-owned company where creativity is encouraged? Then the Receptionist position is for you! We are seeking a dynamic and team-oriented individual to join our spirited team.

As Receptionist, you will provide clerical and administrative support to the staff and customers. You will also answer telephones, greet and assist customers, enter data, and perform other general office duties.

Successful Elements:

- Responsible for having all customers sign in upon arrival, directing them to appropriate area or person
- Oversee office and customer flow
- Direct customers to the appropriate resource or staff member
- Maintain working knowledge of all staff and office related functions and processes
- Maintain office calendar via Microsoft Outlook
- Assure no unauthorized persons enter the office
- Open and disburse mail to appropriate staff member
- Perform data entry of customer information into a database
- Manage office supplies. Place orders for replenishment of supplies.
- All other duties as assigned

Required Experience:

- Experienced in answering telephones in a courteous, efficient and professional manner
- Good interpersonal skills
- Knowledge of various types of office equipment
- Proficient with Microsoft Office
- Typing and data entry experience
- Ability to converse with a wide range of professionals and demonstrate a positive professional attitude
- Ability to provide exceptional customer service
- Previous office experience
- Bilingual preferred

Bring your expertise to EDSI where you will be able to live our values every day: Show Up, Smile and Support!

[Apply via this link](#)