**Essential Duties and Responsibilities of the Receptionist**

• Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.

• Check-in and directs visitors; giving instructions.

• Maintains security by following procedures; monitoring logbook; issuing visitor badges.

• Answer and redirect calls as necessary; Call clients.

• Set appointments, confirm appointments; Maintain schedules.

• Schedule meetings.

• Maintains safe and clean reception area by complying with procedures, rules, and regulations.

• Accept payments and issue receipts.

• Maintains continuity among work teams by documenting and communicating actions, irregularities and continuing needs.

• Contributes to team effort by accomplishing related results as needed.

• Handle incoming mail and other material.

• Set up and maintain filing system.

• Other duties as assigned.

**Required Knowledge, Skills and Abilities**   
  
• Telephone Skills

• Microsoft Office Skills

• Listening

• Professionalism

• Customer Focused

• Informing Others

• Organization

• Handles Pressure

• Phone Skills

• Supply Management  
• Verbal Communication

**Education and Experience**   
  
• High School diploma.   
• Experience preferred.   
  
  
**Work Environment**   
  
• Our office is current office location in the Macomb Street Professional Building on Grosse Ile. We are looking at expanding into several different areas, please specify the areas that you are interested in working in. Those areas include our current building, Livonia, Garden City, Westland and Ann Arbor. While tax season hours have not been determined as of yet. Please use 8AM-10PM Monday-Friday and 9AM-5PM Saturday and Sunday as a guideline with your availability. We contract or expand our hours depending on necessity during income tax season.

Please send all resumes and cover letters to Crystal Arrington at:

Crystal Arrington

Arrington & Associates LLC

7596 Macomb Street Suite 11

Grosse Ile MI 48138

[carringt@arrington-assoc.com](mailto:carringt@arrington-assoc.com)

Please be sure to include location requests, schedule requests and salary requirement.