

Part Time Office and Showroom Receptionist

Garage Living is on a mission to show our clients the potential of transforming their garages into stylish and functional spaces that are just as impressive as the rest of their homes. The part-time Office and Showroom Receptionist will provide excellent customer service to our customers as the welcoming face of our showroom.

Responsibilities include:

- Greeting and assisting walk-in showroom guests
- Handling incoming calls and directing them to the appropriate team members
- Basic office tasks such as filing, data entry, and maintaining a neat and organized showroom
- Entering contacts and opportunities into our system
- Providing administrative support to ensure the smooth operation of our office

Experience:

- Previous experience in a receptionist or administrative role is a plus but not mandatory
- Proficiency in basic office software (e.g., Microsoft Office)
- High school diploma or equivalent
- Friendly and welcoming demeanor
- Excellent interpersonal and communication skills
- Detail-oriented and organized
- Ability to handle multiple tasks with grace
- A proactive problem solver
- Team player with a can-do attitude