



**JOB TITLE:** Front Desk Receptionist

**STATUS:** Full-time

**POSITION SUMMARY:**

The Front Desk Receptionist will be responsible for assisting with inbound and outbound calls, creating and fulfilling invoices and ensuring office supplies are stocked

**DUTIES AND RESPONSIBILITIES:**

Primary duties include:

- Answer inbound phone calls
- Process payments
- Provide quotes to prospective clients
- Other special projects and duties as assigned

**QUALIFICATIONS:**

- Experience in sales preferred

**JOB SPECIFIC SKILLS & ABILITIES:**

- Excellent communication skills
- Attention to detail
- Must be proficient in computer software
- Strong time management skills

To apply, please submit your cover letter and resume to [ABCGlassCareers@gmail.com](mailto:ABCGlassCareers@gmail.com)