



PART-TIME RECEPTIONIST

We are looking for a well-spoken, professional individual, with a positive up-beat attitude to add to our entrepreneurial team. If you are computer savvy and are proficient in Microsoft Office, then we would like to hear from you. This is a part-time position located in the airport/Westshore area. Hours needed: Monday & Wednesday 12:00pm-5:30pm and Friday 8:30am-5:30pm.

Responsibilities

- Answering phones, routing calls, and taking messages
- Managing conference room calendar
- Electronic filing
- Welcoming clients
- Sorting mail
- Ad hoc administrative / computer research projects
- Light cleaning/sanitizing
- Creating & following up on building maintenance tickets
- Creating PowerPoint one-pagers for employee birthdays and work anniversaries

Qualifications

Education and Experience

- High School Diploma
- 3+ years prior reception/administrative experience preferred

Skills

- Working knowledge of Microsoft Office
- Strong attention to detail
- A neat and professional appearance
- An outgoing and enthusiastic personality
- Efficient at multi-tasking and prioritizing
- Articulate with excellent written and verbal communication skills

Mezrah Consulting Culture

- **Fun:** At the core of everything we do
- **Honesty:** Open and honest communication is paramount and valued
- **Integrity:** We stand behind our commitments to our employees and clients alike
- **Innovation:** We embrace change and are always thinking with a vision toward the future, creating new strategies and simplifying complex ideas
- **Focus:** Growing business by growing our people