

Part-Time Reception Job Description

- Regular hours are Tuesday, Wednesday and Thursday 9:00AM - 5:00PM
- Occasional additional hours may be necessary
- May work into a full-time position within a year
- Answering the phone
- Scheduling appointments
- Confirming appointments
- Greeting clients
- Making sure clients are given the appropriate forms to fill at appointment time
- Opening the office when necessary
- Closing the office when necessary
- Receiving and disbursing the mail

Send resume/inquiry to apply@wisechoicesfinancial.com