



Sales Receptionist (Part Time)

USA – FLA – Fort Lauderdale Area

Contact: Signature Grand
deannamccutcheon@thesignaturegrand.com

Address: 6900 State Road 84, Davie, FL 33317

Job Level: Sales Receptionist

Education:

Compensation:

Description: Signature Grand is seeking a **Sales Receptionist (Part Time)** to assist the sales department at this venue known to host some of South Florida's most prestigious events.

Signature Grand, known for Elegant Weddings and Grand Social Occasions, hosts events up to 2,000 guests in its 100,000 sq. ft., Mediterranean Mansion. Conveniently located in Central Broward County on the I-595 Express, Signature Grand proudly welcomes clients from the greater South Florida tri-county area, the nation and the globe.

Responsibilities and Skills:

- Answer incoming calls
- Ability to transfer calls to the appropriate departments
- Ability to learn phone answering script
- Knowledge and ability to maintain professional phone etiquette
- Able to take and communicate clear messages to associates
- Requires basic computer skills - knowledge of Word and Excel a plus
- Able to communicate with guests and associates in a clear concise manner
- Assist guests with directions to the property and within the building
- Capable of client sales inquiry intake of information

- Capable of greeting guests and serving light refreshments in the sales reception area
- Presents a professional appearance with hygiene and grooming
- Communicate with internal associates as assigned
- Able to work flexible hours during the day, night, weekends and holidays

Requirements:

The **Sales Receptionist (Part Time)** must possess the ability to effectively communicate and direct high volumes of incoming calls. They must have basic knowledge of standard computer programs, (i.e. Excel, Word) that will be utilized to intake client inquiries received by phone and the world wide web. The **Sales Receptionist (Part Time)** must exhibit a warm and hospitable welcome to all of our guests; and must be able to arrive on time to work in uniform and professionally groomed.

Only qualified and local applicants should apply and will be considered.

Send Confidential Resume to DeAnna McCutcheon by email at deannamccutcheon@thesignaturegrand.com or by fax #954-424-2608.