



RECEPTIONIST

ACE S/L, LLC is seeking a Receptionist for the Smart Financial Centre located in Sugar Land, Texas. The Receptionist will be responsible for handling front office reception and administration duties, including greeting guests and offering them a beverage, answering phones, handling company inquiries, and sorting and distributing mail. The Receptionist must be able to thrive in a fast paced environment and be able to produce positive results in an atmosphere that represents exemplary customer service. The Receptionist will report to the Office Manager of ACE SL, LLC (or their designee).

Major Responsibilities:

- Welcome all persons coming to venue.
- Answer telephone and operate a switchboard.
- Answer inquiries about events and company.
- Schedule meetings and conference rooms.
- Make coffee and maintain kitchen supplies.
- Ensure reception area is clean and organized.
- Maintain copier room and supplies.
- Upkeep of Event/Venue binder with information.
- Respond to queries from the public and guests.
- Monitor visitor access and maintain awareness.
- Provide general administrative and clerical support, as needed.
- Receive and sort mail and deliveries.
- Other duties and responsibilities as assigned or as may be required.

Desired Qualifications:

- Professional appearance and pleasant demeanor is required.
- Minimum three (3) years of experience.
- Computer skills with the following Microsoft Office products: Outlook, Excel, Word,
- Excellent organizational skills and ability to handle multiple tasks with frequent interruptions.
- Excellent customer service, problem resolution, communication, and analytical skills.



Receptionist
Job Description

Additional Requirements:

Background check clearance and I-9 documentation as required by law.

ACE S/L, LLC. is an equal opportunity employer.

Please forward letter of interest with salary history and requirements and resume to hr@smartfinancialcentre.com. No phone calls, please.