



Front Desk Receptionist/Office Assistant

Merit Technologies Worldwide - Canton, MI

Position Summary

Oversee all front desk duties and provide excellent customer service to all guests

Essential Responsibilities

- Greeting all guests and direct them to the correct department/person
- Answer all inbound calls and redirect to the correct department/person
- Creating badges for new employees and entering all necessary information in the system
- Responsible for ordering lunches and office supplies as needed
- Booking conference rooms and managing calendars as needed
- Providing travel arrangements when needed
- Scan paperwork into the system as needed
- Assisting management with any additional administrative duties

Preferred Experience

- Previous experience in a receptionist/customer service role
- Working knowledge of Microsoft Office Suite

Job Type: Full-time

Job Location:

- Canton, MI

Required experience:

- Receptionist: 1 year
- Customer Service: 1 year
- Filing: 1 year
- Microsoft Office: 1 year