



**Job Title: Receptionist**

**Job description:** Great Lakes Landscape Supply is currently seeking a **highly motivated and a forward-thinking Receptionist** to join our team! You will be a key contributor to providing a meaningful customer experience. We are looking for someone with a proven track record and desire to grow within our organization.

**Essential Job Functions:**

- First point of contact for customers
- Greet and welcome customers.
- Set tone for a positive customer experience
- Check in and direct customers to the appropriate team member(s)
- Coordinate front desk activities including answering and directing incoming phone calls
- Track customer/potential customer information in our CRM (Salesforce)
- Maintain a strong work ethic with total commitment to success every day
- Assist customers with any questions directed to the reception desk
- Other duties, functions and responsibilities may be assigned to the position as appropriate and necessary

**Essential Job Skills:**

- High School education or equivalent
- Previous experience in a high-standard customer service environment preferred
- Excellent interpersonal, presentation and relationship-building skills
- Strong ability to take initiative, coupled with leadership skills and the ability to take charge of a situation
- Strong sense of personal responsibility and reliability, with the desire to work as an integral member of a team
- Strong organizational skills with the ability to multitask
- Ability to effectively respond to and meet the needs of a diverse client base  
Computer skills:  
MS Office

**PAY: \$11-\$15 HOURLY**

**Full-time employees are offered a comprehensive health benefit package including medical, health savings account, PTO, 401k and more!**

Please email resume and cover letter to: [info@greatlakeslandscapesupply.com](mailto:info@greatlakeslandscapesupply.com)