

## **Job Identification & Summary**

Immediate Opening: 15815 Rob Roy Drive, Oak Forest, IL

Title: Receptionist

Department: Point of Sales

Schedule: Full Time – 32 Hours per week. Wednesday through Saturday

Supervisor: Campus Director

Range of Pay Based on Experience: \$12 - \$14 per hour

Posted: 05/02/2022

Summary: Position now open for a Receptionist with strong customer service skills.

Qualifications: Excellent communication skills, experience in customer service preferred.  
Professional attitude and appearance, attention to detail, courteous and excellent organization skills.

Work Environment: Face-paced student salon and spa requires accurate intake of funds generated from client services in the student clinic, booking student service appointments, operating a clinic register, answering phones, greeting clients and managing inventory.

### Specific Duties:

- Greet customers, counsel customer service needs, explain consultation waiver and answer telephone.
- Open and close Register - Maintain accurate cash balance daily.
- Process credit cards, tuition transactions and cash on hand.
- Dispense services to students and post accordingly.
- Accurate inventory of supplies and products.
- Maintain stockroom organization.
- Retail sales, update Constant Contact and manage client records.
- Conduct tours as needed.
- Maintenance of Reception area.
- Effective customer communication skills through direct conversation and when on the telephone.
- Replenish bathroom supplies and assist with sanitations.
- Basic computer skills: Windows Operating System and Point of Sale software.

Duties listed reflect the College's expectation of the actual duties that employees in this position will perform.

Location: 15815 Rob Roy Drive, Oak Forest, IL 60452: (708) 687-3020 x 219