

Friday, August 5, 2016

## Part Time RECEPTIONIST at Freed of London USA

Company: Freed of London USA

Location: Long Island City, NY

Compensation: dependent upon experience

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Freed of London USA seeks two part time receptionists at our Long Island City / Queens US office headquarters located just minutes from midtown Manhattan via the 7, G, E, M, N, or Q subways. Seeking ONE candidate for the morning shift (8:30am-1pm shift) and ONE candidate for the afternoon shift (1pm-5pm) Monday-Fridays.

Position requirements:

- must be professional in both conduct and appearance with a welcoming and warm persona
- must be punctual with excellent, consistent attendance and able to maintain shift/set schedule
- have exceptional phone, customer service, communication and interoffice skills
- able to work both independently and within a team in a fast paced office
- previous receptionist/office experience preferred

Send resume, cover letter (email body) and two references to [brenda@freeddirect.com](mailto:brenda@freeddirect.com). PLEASE NOTATE IN THE EMAIL WHICH SHIFT - MORNING OR AFTERNOON - YOU ARE APPLYING FOR. Immediate hire. EOE.

Freed of London USA  
4401 21st Street, Suite 302  
Long Island City, NY, 11101  
866 693 7333  
[www.FreedDirect.com](http://www.FreedDirect.com)

For more information:  
brenda  
[brenda@freeddirect.com](mailto:brenda@freeddirect.com)

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