

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

► [Share](#) | [Print](#) | [Download](#)



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. 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

For more information:
brenda
brenda@freeddirect.com

[< back](#)

[previous listing](#) • [next listing](#)