

Director of First Impressions

Job Description (Part-Time Afternoon Receptionist)

Title: Director of First Impressions

Transportation: Car encouraged, but public transportation available

Job Summary

Director of First Impressions would be responsible for handling front office receptionist and administrative duties, including greeting guests and offering them a beverage, answering phones, handling company inquiries and performs general clerical and customer service work in support of the staff. The position serves as the first point of contact with clients and provides assistance to individuals by responding to routine questions; providing general information; answering the main phone line; making appointment reservations; managing electronic calendars' and performing general clerical duties such as data entry, typing and faxing.

Summary of essential job functions

- **Responsible for first impressions**
- **Answer telephones**
- **Schedule appointments**
- **Greeting clients**
- **Filing**
- **Basic Data Entry**
- **Pay DOE / Will train for advancement**

Minimum Requirements

General office and customer service experience.
Familiarity with Microsoft Word Outlook, and Excel.
General knowledge of computer and office equipment.
Attention to detail is crucial.
Accurate spelling and solid verbal and written communication skills.
POSITIVE ATTITUDE is a must.
Professional attire required daily.

About the Company

www.AmericanRetirementAdvisors.com

American Retirement Advisors is a multifaceted healthcare and retirement planning firm based in Scottsdale, Arizona. The firm has four specialized practices. Healthcare Planning, Long Term Care Planning, Legacy and Life Planning as well as Retirement Income Savings. Our growing team of advisors, client care specialists and planners provide the tools for people to navigate the complexities of retirement. David P. Schaeffer founded the firm in 2001 as American Senior Advisors and later updated the company's name to more closely describe their purpose. The firm was just invited to participate in INC Magazines fastest growing privately held companies in America. Additionally, FORBES Magazine included a feature on the company in May of 2014. American Advisors success is directly linked to the ability of the firm's staff to take the complex and make it insanely simple. Providing financial certainty is our mission. Making healthcare and retirement planning "123 Easy" is what we do.

Additional Information

Work Environment: Relatively small, high energy office setting where you will have a large impact on business process.

