



## Career Opportunity

### Corporate Front Desk Representative

Job Type: Full Time

Location: Scottsdale Corporate Office

#### Summary of Position:

The Corporate Front Desk Representative is responsible for maintaining the reception area in a professional & upscale manor. This includes the greeting of all guests, answering phone calls, coordinating schedules for shared office spaces & conference rooms, setting up meeting details including seating arrangements, welcome messages, food/beverage, and printed materials. This position enjoys working with people and has a friendly and outgoing personality in addition to strong communication and listening skills. The Corporate Front Desk Representative is the first impression for all who enter the Corporate Office and they must personify the *Red Mountain Way* as they interact with internal & external parties alike.

#### Responsibilities:

- Administrative Tasks: such as but not limited to; maintaining front desk, preparing for/greeting guests & trainees, compiling/preparing materials for various departments, etc.
- Corporate Office Operations: assist various departments as needed to maintain appropriate levels of office supplies, beverages, and support for RMWL/TMWL locations as needed.
- Customer Service: meet or exceed expectations by providing optimal and friendly service for internal customers (i.e. employees), RMWL/TMWL patients, and all vendors.
- Acknowledge and greet everyone who enters and leaves the office, offering bottled water to each of them.
- Answer the phone/reply to e-mails promptly and efficiently. Use discretion when checking for Corporate personnel's availability, transferring calls, and/or taking messages.
- Return and/or route phone messages and emails in Corporate mailbox.
- Maintain a clean; safe, fully stocked and well organized work area including both cold and room temperature bottled water for guests.

- Accurately book, change, confirm and cancel appointments in shared office spaces (e.g. conference rooms, training room, etc).
- Set-up & Prepare for meetings at Corporate: “Welcome” slide show in lobby; desk/furniture arrangement; food & beverage order placement, delivery/pick-up, clean-up; A/V set-up; printed materials placement & distribution, etc.
- Assist various departments in printing/compiling printed items/materials/supplies as needed.
- Assist HR/Recruitment by distributing and collecting appropriate paperwork for candidates, new hires, and existing employees as needed.
- Manage inventory, ordering, and storage for all Corporate office resources such as but not limited to: printer paper, ink toner, staples, pens, bathroom & kitchen materials, all other office supplies, etc.
- Manage inventory, order, and stock all Corporate breakroom supplies, community/staff beverages, etc.
- Organize and clean shared Corporate facilities (e.g. keep refrigerator, trash, dishwasher, etc clean and organized on a regular basis).
- Communicate to management any and all occurrences involving staff or patients that require attention.
- Perform all tasks on Corporate Front Desk Representative Daily Checklists.
- Coordinate travel and accommodations for travelling employees, recruits, and strategic partners.
- Sort and distribute mail & parcels for Corporate Headquarters.
- Receive deliveries and coordinate outbound shipments for Corporate Staff.
- Maintain a positive attitude and contribute toward a quality work environment.

**Knowledge, Skills and Abilities:**

- Excellent work ethic, including integrity, positive attitude, productive, gives 100%, organized, team player, treats leadership with respect, excellent attendance, continuously learning (willing to ask for help), focused.
- The ability to work efficiently and effectively in a detail-oriented, fast-paced setting with high amounts of multi-tasking.
- A positive attitude and professional personal presentation.
- Outstanding customer service & communication skills.
- Computer experience basic computer knowledge including but not limited to Microsoft Office Suite and other common programs.
- Reliable transportation and the ability to work weekdays 8:30a-5:30p.

**Education:**

HS Diploma or GED

*Position available immediately.*

Email resumes to: [mrecruiter@redmountainweightloss.com](mailto:mrecruiter@redmountainweightloss.com)