

Administrative/ Receptionist

- Filing (Maintaining Folders/Files)
- Assorting Inter Office Mail
- Basic Computers Skills – Understanding of the following: Microsoft Word, Email and Excel (helpful), Understanding of Web Browsing – I.E. (Internet Explorer)
- Good Telephone Etiquette
- Receiving and Processing Payments, ex: Credit Card payments/Checks etc.
- Faxing Receiving/Sending