



**WE ARE
LOOKING
FOR**
you!



FreedomTitle
www.freedomtitletx.com

3624 Long Prairie Rd | Flower Mound

Receptionist/Front Desk Position

Duties Include:

- Greeting visitors with a positive, helpful attitude**
- Announcing clients as necessary**
- Answering phones in a professional manner and routing calls**
- Providing excellent customer service**
- Collecting, sorting, and distributing mail**
- Assisting colleagues with administrative tasks**

Details

- Experience in a receptionist/front desk position is preferred**
- Professional dress and manner**
- Excellent written and verbal communication skills**
- Competency in Microsoft applications (Word and Outlook)**
- Compensation dependent on prior work history and skillset**
- Work hours are 8:30 am - 5 pm, with 1 hour for lunch**
- Comprehensive benefits package**

Apply via email only to michelann@freedomtitletx.com