

Receptionist

Rochester, MI 48307

Part-Time

Salary: \$9.87

Great Oaks Country Club is a private club with fine dining, casual dining, and banquet services. The Receptionist would be responsible for the following duties:

- Greets clients, visitors, and guests; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Receives mail, documents, packages, and courier deliveries and delivers or distributes items.
- Performs administrative and clerical support tasks.
- Performs basic filing and recordkeeping.
- Performs other duties.

Experience is preferred but there are multiple positions for every level of experience. You must be at least sixteen, if under 18 a work permit is required. Shifts would have varying hours and include nights, weekends, and holidays.

Please fill out the employment application and submit it to employment@greatoaksgc.com to apply.