



RECEPTIONIST

Full-Time Position

For illustrative purposes only and subject to change. This does not constitute an employment contract. Any employment with Creedon and Co., Inc. is on an at-will basis only.

Creedon and Co., Inc. is seeking a full-time receptionist. We are a family owned and operated business providing food service and rental equipment (tents and party goods) to clients planning meetings and special events throughout Massachusetts. Please visit our website, www.CreedonAndCo.com, to learn more about our company and what we have to offer.

Our ideal candidate is a reliable, self-motivated individual who can prioritize and manage time effectively in a fast-paced environment. This candidate must possess excellent communication and customer service skills.

Job Responsibilities Include:

- Answering and screening incoming phone calls and directing them to the appropriate person; or answering their questions or taking order details, if able
- Greeting and assisting visitors
- Ensure reception area is tidy and presentable, with all necessary stationery and materials (e.g., pens, menus, brochures)
- Receive and sort mail and small parcels
- Entering customer information and order details into CaterEase and PartyTrack software systems
- Ensuring clients are invoiced in a timely manner
- Scanning and filing invoices, confirmed orders, deposits, and other documents
- Providing clerical assistance to Accounts Receivable
- Preparing deposits
- Corresponding with customers and vendors via email
- Coordinate and manage linen orders before and after events
- Assist customers with inquiries on their accounts or upcoming reservations

- Follow all established company policies, procedures, rules and regulations in written or verbal form.
- Complete various other duties and projects as assigned

Required Skills and Qualifications:

- Excellent customer service and communication skills
- The ability to frequently re-prioritize tasks in a fast paced environment
- Basic computer skills and proficiency with MS Office and Google Suite (Word/Docs, Excel/Sheets, Powerpoint/Slides)
- Outstanding attention to detail and well organized
- The ability to work well with co-workers and follow directions
- High school diploma or equivalent
- At least 1 year of relevant work experience

Compensation and Benefits:

- \$13.00 - \$16.00 per hour
- Health insurance
- Voluntary dental and vision
- Paid time off
- 401(k)
- Discounts on catered events and equipment rental for personal and immediate family use.

Creedon and Co., Inc. is an equal opportunity employer

Creedon and Co., Inc. | 39 Jolma Road | Worcester, MA 01604
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