

# SoftPoint

## Receptionist

SoftPoint is seeking a **Part-Time Receptionist**,

Monday through Friday from 2-5pm (can be flexible). The office is located in North Scottsdale major cross streets are Frank Lloyd Wright and the Greenway/Hayden Loop.

The Receptionist will have the following responsibilities.

- answer telephone, screen and direct calls
- general administrative and clerical support
- data entry
- tidy and maintain the reception area

Candidates must have the following knowledge and experiences.

- Outstanding communication skills
- Great computer skills
- Basic understanding of technology
- Good organization skills

If you believe you can meet this exciting opportunity please send your resume to

Elizabeth Villar @ [villar@softpointcloud.com](mailto:villar@softpointcloud.com)