A Flushing Abstract company is seeking a Front Desk who will be responsible for overall front office activities including answering incoming phone calls, directing calls to appropriate employees, greeting visitors, mail distribution, flow of correspondence, and requisition of supplies. In addition, the Receptionist will perform general administrative duties including arrangements for office meetings and related tasks.

Responsibilities for the Front Desk include but are not limited to:

- Greet clients and visitors with a positive, helpful attitude.
- Assisting clients in finding their way around the office while adhering to our COVID-19 precautionary measures.
- Assisting with a variety of administrative tasks including calls, emails, printing, taking notes.
- Maintain the conference room calendar.
- Prepare meeting rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Managing courier services
- Sorting and distributing mail.
- Performing ad-hoc administrative duties.

Requirements for the Front Desk include:

- Bilingual Chinese and English strongly preferred.
- Good telephone skill and time management skills.
- Excellent written and verbal communication skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Able to contribute positively as part of a team, helping out with various tasks as required.
- High school graduate

Working Hours & Days: Monday – Friday 9:30am – 6:00pm

Salary depends on experience