ABOUT THE COMPANY

Po Wing Hong Food Market Inc. is a well-known family-run retailer of fine Chinese health products and delicacies. Established in 1980, the Po Wing business group consists of retail, restaurant supply, brand distribution, and international export. With over 40 years in business, Po Wing is growing and expanding our team. That’s where you come in! The company is seeking talented individuals to join our diverse team.

JOB INFORMATION

Title: Receptionist
Department: Po Wing Hong Food Market Inc.

Receptionist Job Responsibilities:

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Maintains security and telecommunications systems.
- Informs visitors by answering or referring inquiries.
- Answers phones and transfers calls to appropriate departments.
- Directs visitors by maintaining employee and department directories.
- Provide assistance to upper management by organizing lunches, serve beverages to visitors.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

Receptionist Qualifications / Skills:

- Read and write in English & Chinese (Cantonese preferred)
- Telephone Skills
- Verbal Communication
- Listening
- Organization
- Handles Pressure
- Supply Management
- Customer Focus
- Professionalism
WORK SCHEDULE

Employee shall commit to a full-time employment schedule on a base of 40 hours, 5 days/week, some weekends required.

COMPENSATION AND BENEFITS

Wage: $16/hr

Paid Sick Leave: 5 days per annum. Sick days can be taken anytime without prior notice.

Vacation Days Accrued after 1 year of employment

WageWorks: Enrollment in MTA MetroCard TransitChek