

Title: Receptionist – Lobby Greeter

Location: Leawood, KS

Job Description: **JOB SUMMARY**

The **Receptionist – Lobby Greeter** is the face of Creative Planning welcoming all guests; clients, prospects and employees. The Receptionist establishes and maintains a professional, helpful relationship. The Receptionist performs a wide range of support activities to facilitate the efficient operation of Creative’s Leawood office and, as part of the administrative team, completes firm-wide projects and activities as requested.

JOB DUTIES

- Greets everyone coming to Creative Planning and helps guide them to where they need to go in the building
- Addresses questions using in-depth knowledge of company services
- Ensures knowledge of staff movements in and out of the building
- Confirms and troubleshoots many types of appointments
- Main point of contact for Art Program in the building
- Provides assistance with administrative support tasks as requested
- All other duties as assigned

REQUIRED EXPERIENCE / QUALIFICATIONS

- Energetic, high-level multi-tasker
- Excellent communication skills
- Efficient, extremely detail oriented and accurate
- Able to lift boxes up to 35 lbs.

TECHNICAL SKILLS

- MS Office 2013/Windows 8 (mastery of Word, Outlook required; Excel experience a plus)
- Multi-line phone system