

Title: Receptionist

Location: Leawood, KS

Job Description: **JOB SUMMARY**

The **Receptionist** establishes and maintains a professional relationship with clients and is often the first point of contact for Creative Planning. 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**

- Answers phones and directs calls from three lines; addresses questions using in-depth knowledge of company services
- Ensures knowledge of staff movements in and out of the building
- Schedules and confirms many types of appointments
- Schedules conference room spaces
- Keeps kitchen clean and organized
- Provides backup to the Front Desk
- Assists with delivery of mail to other buildings
- Assists with mail sorting at the Front Desk
- Restocks supplies on the shelves in the admin area
- 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.

**PREFERRED EXPERIENCE / QUALIFICATIONS**

- 2 – 3 years reception/admin support experience
- Knowledge of standard office equipment operation
- Prior experience in financial services field

**TECHNICAL SKILLS**

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