

**Now Hiring!**

Full-time Position (Starting Salary $12.00 depending on experience)

**Receptionist – Oak Park, IL**

* Represent the company by greeting people as they come into our offices.
* Determine why they are here and direct them to the correct member of staff.
* Answer phones and direct callers
* Log in packages from FedEx and UPS, deliver them to correct member of staff
* Sort and deliver mail
* Ability to use a variety of office machines
* Basic computer literacy
* Customer service focused
* Work well under pressure
* Remain flexible under changing schedules and demands
* Fast paced environment in the financial sector. Local, customer focused company

Please forward your resume to Mary Pellegrini for consideration mpellegrini@prairietitle.com