**Switchboard Receptionist**

[**Lori Lane Personnel Services, Inc.**](https://www.ziprecruiter.com/c/Lori-Lane-Personnel-Services/Jobs)

Punta Gorda, FL, US

$18 - $19 / hr

Full-Time

Dental, life insurance, medical, retirement, vision

Posted 4 days ago

**Job Description**

We are seeking a dedicated and friendly Full-Time Switchboard/Receptionist to join our busy and beautiful office in Punta Gorda, Florida.

\*\*Schedule: \*\* Monday to Friday, 9 AM to 5 PM.

\*\*Responsibilities: \*\*  
- Answering phones with superb communication skills  
- Greeting guests and customers with a professional demeanor  
- Maintaining a professional dress code  
- Performing data entry and scanning  
- Managing emails

The ideal candidate is a self-starter who is motivated and can ensure a professional and welcoming environment. Your role as a receptionist is crucial in maintaining the office's positive image..

This position needs to be filled immediately! Your prompt response and action are highly appreciated.

Superb phone skills, meeting and greeting guests and customers, with a friendly and professional demeanor, and a professional dress code. Data entry, scanning, email, self-starter, and motivated.

**About Lori Lane Personnel Services, Inc.**

Since 1995, Lori Lane Personnel Services, Inc. has been dedicated to connecting Southwest Florida with employment opportunities. We are a boutique, locally owned staffing agency specializing in temporary, temporary-to-hire, and direct placement employment opportunities for job seekers. With job and career opportunities in administrative, industrial, and professional fields, we take pride in offering a variety of options for qualified candidates. Let us put our expertise to work for you! Whether you are a local business or a hopeful applicant, Lori Lane Personnel Services, Inc. is dedicated to assisting you in achieving your employment goals. Providing job seekers and companies throughout Southwest Florida with the finest exceptional personnel services. We welcome the opportunity to put our experience to work for you.