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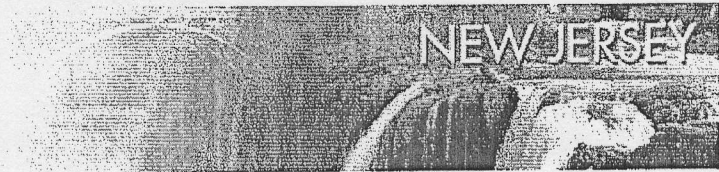


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Executive Receptionist - Basking Ridge, nj

Job Information

ID : #10124841
of Positions : 1
Minimum Education : High School Diploma/GED
Level :
Experience Required : 1 year
Salary : \$35 000 yearly
Duration : Full Time Regular
Shift : First Shift (Day)
Hours per week: 40
Start Date : 8/30/2010

Job Description

Must have outstanding phone and customer service skills; excellent verbal and written communications skills; proficient in Microsoft Office and Outlook. Answer telephone, screen and direct calls; deal with queries from customers in a professional and calm manner; provide executive support to top level Corporate officials Hours 9am-6pm

Company Information

Name : [ISS Facility Services, Inc.](#)
Description : Facility Services company including janitorial security
Type : Direct Employer
Address : 81 Dorsa Ave.
Livingston, NJ 07039

Application Information

Email : [Darice Mehl<dmehl@tmcsinc.com>](mailto:Darice.Mehl@tmcsinc.com)
By Fax : Fax to 973-535-0990 Attn : Darice Mehl
Job Posting Entered On : 8/12/2010
Job Posting Expires On : 9/11/2010

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