



<https://trophylv.com/job/receptionist/>

Receptionist

Description

Join our team!

If your in the Las Vegas area drop off your resume at:

Trophy Performance
6275 Hinson St
Las Vegas, NV 89118.

If you're outside of the Las Vegas area send your resume to jobs@trophylv.com

Responsibilities

- Screen Phone Calls.
- Direct Phone Calls to proper individual.
- Take and deliver messages.
- Greet Customers Who walk in.
- Offer Customers water and fill Water Fridge

Qualifications

- Be presentable to Customers
- Ability to communicate with others Clearly
- Write Legibly for others to read

New Hire 30 Day Probation

- Miss work twice for any reason. Termination
- Late to work more than once. Write up
- Late to work after write up. Termination

Benefits

Medical / Dental and Vision offered

Track Driving Education Weekends:

- Drive for Free if you have a car that can run
- Free Track driving education
- Food and Lodging Provided

Hiring organization

Trophy Performance

Beginning of employment

Immediately

Job Location

6275 Hinson St, 89118, Las Vegas,
Nevada, USA

Working Hours

Monday thru Friday 8 AM till 6 PM

Base Salary

\$ 10 - \$ 12/hr

Date posted

March 14, 2019