

October 8, 2020

## **Front Desk Receptionist**

**Rosemont Care & Rehabilitation Center - Bryn Mawr, PA 19010**

**Job details**

**Job Type**

Part-time

**Full Job Description**

DESCRIPTION

**Rosemont Center** is currently seeking a part-time **Receptionist**.

**Responsibilities include:**

- Welcomes visitors by greeting them, in person or on the telephone
- Answering or referring inquiries.
- Directs visitors by maintaining employee and department directories
- Perform other clerical receptionist duties such as filing, photocopying, collating, faxing, etc.

**Candidate should be:**

- Motivated
- Strong organizational skills
- Team Player

LOCATION

35 Rosemont Ave, Bryn Mawr, PA 19010, USA

Apply at:

<https://www.indeed.com/jobs?q=part-time%20&l=Bryn%20Mawr%2C%20PA&vjk=869de05aad7a1719>