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Jobs for Students near Clifton, VA

Hiring organization
Hope Gymnastics

Employment Type
Full-time, Part-time

Job Location
20124, Clifton, VA, USA

Base Salary
$ 14 - $ 19

Date posted
October 11, 2022

Valid through
27.02.2023

Description

Hope Gymnastics Academy is looking for a Receptionist to manage front desk on a daily basis and to perform a variety of administrative and clerical tasks.

This position is perfect for a college student or a person who would like to work a few evenings per week. This is not a couple months or summer position and we are looking for the right person who would like to grow in time with the company.

Pay: $14 – $19 per hour

As a Receptionist, you will be the first point of contact for our company. Our Receptionist's duties include offering administrative support across the organization, welcoming guests and greeting people who visit the business. You will coordinate front-desk activities, including distributing correspondence, photocopying, faxing and redirecting phone calls.

Apply now!

Associated topics: jobs for students, administrative jobs, jobs for students in college near ashburn va, the highest paying jobs without a degree, front desk jobs, administrative assistant jobs near ashburn va, receptionist jobs, student jobs part time near ashburn va, part-time jobs near ashburn va