



**To:** All Community Contacts

**From:** Personnel Coordinator

Post Immediately

**Date:** January 29, 2025

**JOB TITLE:**

**Receptionist**

WSFA 12 News has an immediate opening for a full-time Receptionist. We are seeking someone with 2 years' experience as a Receptionist who is professional and pleasant with the ability to answer a multi-line phone system and greet our guests. Should also be well organized and efficient and have computer experience. Attention to detail and the ability to work well in a team environment is important as this person will assist all departments. Please apply online and attach a cover letter and resume. No phone calls, please.

**Duties/Responsibilities will include (but not be limited to) the following:**

- Answer Multi-line Phone System
- Receive Guests and Vendors
- Assist Other Departments with Various Duties

**Qualifications/Requirements:**

- 2 Years' Experience as a Receptionist
- Must-Have Computer Experience (Word, Excel)
- Strong Customer Service Skills and Telephone Etiquette
- Strong Organizational Skills

*If you feel you're qualified and want to work with a great group of people go to <https://gray.tv/careers#currentopening>, you may type in the job title, station call letters, or click on "**apply now**", upload your resume, cover letter, and references*