

Exciting Job Opportunity!

RECEPTIONIST



POSITION OVERVIEW

North American Recovery, Utah's premier collection agency, has established an impeccable reputation as a collection agency by providing exceptional service in the area of bad debt recovery over the last 25 years. Our self-motivated employees enjoy working in a fast-paced, *professional* environment and love their challenging and rewarding jobs.

We are currently looking for a highly professional, polished individual to fill a front-desk, full-time receptionist position in our Salt Lake office. The receptionist at North American Recovery is the face of our company. Our receptionist is responsible for professionally greeting the public, accepting walk-in payments, and staying with the consumer until they leave our office, processing the incoming mail, and answering and transferring incoming calls to the correct destination. They are responsible for other general clerical duties as well.

Being the face of our company, our receptionist is the first person greeting the public (both in person and on the phone). Because of this, our receptionist must have a heightened degree of professionalism, both in their physical appearance and attitude.

SKILLS, EDUCATION & PAY

REQUIRED SKILLS

- Professional attire and appearance (business professional attire i.e. suit and tie for men, business suit or equally professional style wardrobe for women.)
- Friendly, happy, upbeat personality—likes to smile.
- Ability to work with minimal supervision, multi-task, prioritize, and meet deadlines.
- Strong organization and problem-solving skills.
- Proficient working knowledge of computers; Microsoft Office and Excel.
- Ability to work as a member of a team.

EDUCATION/EXPERIENCE

- High school diploma or equivalent.
- Prior experience as a high-level professional receptionist is a plus, but not mandatory.

INCOME

Pay will be based on a candidate's ability to fulfill the job requirement, his or her education, experience, technical expertise and overall ability to perform the job. The pay range for this position is \$14.00 - \$16.00 per hour.

Other benefits include a very generous 401K, health and dental insurance, paid vacation and a paid day off on your birthday *every year!!!*

If you're smart, talented, and motivated, and if you want a challenging *and* rewarding career, this is the job for you! E-mail a detailed cover letter, along with a salary history and your resume to Employment@North-American-Recovery.com If you'd like to know more about our company visit our website or social media: www.North-American-Recovery.com, [NAR on LinkedIn](#), [NAR on Facebook](#).

Equal opportunity employer.