



Fayetteville
Receptionist

Job Description:

Village Green Health & Rehabilitation is currently seeking a part time Receptionist to join our team.

The Receptionist responsibilities include, but are not limited to;

- Operate telephone system as required.
- Receive request within the facility and locate personnel through phone system.
- Greet Visitors and provide customer service.
- Ensure guests/visitors abide by existing rules
- Assist with administrative duties
- Weekend and Holiday availability required Flexibility during the week if needed is preferred

At SanStone Health & Rehabilitation, we offer employment opportunities in NC that are filled with purpose. We are an organization that is dedicated to making a difference in our industry and caring as passionately for our employees as we do our residents at Village Green Health & Rehabilitation.

To Apply:

https://jobs.apploi.com/view/1273207?utm_campaign=jobs_snippet&utm_source=villagegreenhealth-career-page&utm_medium=client-web-site&utm_term=josh-reiss&=1735828280.3590276