



Legacy is seeking a Receptionist to be the first point of contact for phone and walk in traffic for a 366-unit property located in Saginaw, MI. This position is responsible for answering the phone, making appointments and logging maintenance requests as well as directing incoming inquiries. We are in the service business so the Receptionist will need to be patient, stay positive and professional, listen actively and speak effectively. Teamwork and the ability to work with other staff is necessary to be successful. Legacy offers endless challenges and rewards to teams of talented employees driven by collaboration. You will take on a rewarding position with an established company where hard work pays off and advancement is always a possibility.

Requirements:

- High School Diploma or equivalent
- One or more years of related experience and/or training; or equivalent combination of education and experience
- Exceptional customer service skills with the capacity to relate to a variety of people/personalities
- Highly organized self-starter with the ability to take on initiatives within a fast-paced environment
- Outgoing and personable - excellent interpersonal communication
- Ability to establish and maintain effective working relationships
- Strong organizational skills with exceptional attention to detail
- Proficiency in MS Office products

An Equal Opportunity Employer, our employees are our most valuable asset and Legacy is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Legacy's achievement as well.