



Legacy is seeking a full-time Receptionist to be the first point of contact for phone and walk in traffic for a 180-unit property located in Grand Rapids, Michigan. This position is responsible for greeting residents and visitors, answering the phone, taking appointment requests, and logging maintenance requests as well as directing incoming inquiries. The Receptionist will also be responsible for making the bus schedule and helping with events when needed. We are in the service business, so the Receptionist will need to be patient, stay positive and professional, listen actively, and speak effectively. Teamwork with the ability to work within different departments and with other staff is necessary to be successful.

Requirements:

- High school diploma or equivalent required
- 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 different people and 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.