



Walnut Hill College

Founded in 1974 as The Restaurant School

Front Desk Receptionist

Established in 1974, Walnut Hill College is America's first private college to focus on fine dining and luxury hospitality careers. The college offers Associate and Baccalaureate degrees in Culinary Arts, Hotel Management, Pastry Arts and Restaurant Management. www.walnuthillcollege.edu

The college features many unique amenities, such as:

- Four open-to-the-public restaurants
- An open-to-the public pastry shop
- On-site dormitories
- College bookstore and gift shop
- Travel experiences that are included in the tuition
- France, England, Florida with a cruise to the Bahamas
- Students can earn their Associate degree or a Baccalaureate degree
- A lively student activities program
- A Student Leader Development Institute
- Student fellowships
- A Masters-in-Residence program
- Pop-up business options and "Signature Student Experiences"

Our Front Desk Receptionist is our first person our visitors meet when they come to the campus.

This is a full-time, on-ground position that requires some evening and weekend availability. Successful candidates must:

- Positive, professional attitude and appearance
- Excellent guest service attitude

- Have proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines, computers, printers, etc...)
- Excellent written and verbal communication skills
- Ability to be resourceful and proactive
- Excellent organizational skills
- Multitasking and time-management skills
- The ability to prioritize tasks
- High school degree

Responsibilities

- Greet and welcome guests as soon as they arrive at the College
- Connect VIP's to the appropriate Admissions Ambassador
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail
- Process all outgoing mail
- Order front office supplies and keep inventory of stock
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Assist the Department of Admissions with distribution of marketing materials

If you are interested in this position let's start a conversation. Kindly send your resume with a cover letter to: gwestraadt@walnuthillcollege.edu