

Front Desk Receptionist

Court Avenue Business Suites (CABS) is located in the heart of the Historic Court District in Downtown Des Moines. We opened the Saddlery Building and started with the concept of “all inclusive” offices. We lease offices and conference rooms by the hour, day, month, week, year, etc. CABS is also a local, family-owned business providing large business resources on small business budgets!

CABS is looking for an outgoing, organized and customer-service focused individual to staff our front desk part-time.

Job Description:

- Serve visitors and tenants by greeting, welcoming and assisting as needed
- Answer phone calls for tenants and direct accordingly
- Staff the front desk to ensure all tenants and visitors are taken care of
- Assist tenants and staff with projects, i.e. making copies, scanning, running postage, creating flyers, typing letters, faxing, mailing projects, making appointments, etc.
- Schedule conference rooms for tenants and public rentals
- Check and sort mail for virtual clients and notify of important pieces
- Email all tenants to make them aware of any building maintenance, holiday closures, etc.
- Report any tenant issues, maintenance or IT requests through Yardi Kube platform
- Order supplies and maintain inventory of supplies for tenant and staff use
- Collect and track payment of tenant’s clients
- Ensure the front desk, lobby and conference rooms remain clean and tidy
- Communicate and work hand-in-hand with Administrative and Marketing Assistant
- Cover shifts for Administrative and Marketing Assistant when sick or scheduled PTO

Skills Requirements:

- Communication (Email and Telephone Skills)
- Professionalism and Customer-Focused
- Microsoft Outlook, Word, Excel, Powerpoint, Publisher and Canva

Hours:	15-20 hours/week	
Compensation:	\$18/hour	
Pay Period:	Every other Friday	
Parking:	Provided by Court Avenue Business Suites	
PTO:	0-3 years = 9 days / 4-9 years = 12 days / 10+ years = 14 days	
Health Insurance:	Not provided	
Holidays Include:	New Year’s Day	Thanksgiving Day & Friday following
	Memorial Day	Christmas Eve Day at noon
	Fourth of July	Christmas Day
	Labor Day	New Year’s Eve Day at noon
Start Date:	Thursday, June 1 preferred, but negotiable	
Termination:	If you decide to leave Court Avenue Business Suites at any time, we will require a 30-days’ notice	

To apply, please send resume to Kari Stone at kari@courtavenuesuites.com