



# Example of Front Desk Associate Job Description

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Our company is hiring for a front desk associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for front desk associate

- Must maintain availability to work a minimum of 25 hours per week, including at least 2
- Associates degree with concentration in business preferred, or equivalent combination of education and experience
- Have flexible availability

## Qualifications for front desk associate

- Have a high school diploma or equivalent (GED) (preferred)
- A "Let's Do This!" personality -- competitive, connects quickly, proactive, follows through
- A history of excellence -- a life story that shows us that you're never satisfied with "just okay"
- Must be dependable, aware and responsive
- Have previous customer service & sales experience (preferred)
- Associates degree and/or 3-5 years sales experience