



Example of Greeter Job Description

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Our company is looking to fill the role of greeter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for greeter

- Welcome the client when they arrive
- Provide information to personnel regarding client needs and expectations ensuring the team is prepared to provide the highest level of service
- May be responsible for order entry in Seibel
- Schedule appointments & welcome the client when they arrive
- Greets and assists customers in a positive, approachable manner and maintains a positive Company image to community
- All other duties as assigned by Performance Manager (PM), District Manager, or Market Auditor
- You have a passion for home furnishing and helping people!
- You are a total people-person and can strike up a conversation easily with anyone you meet
- You love working with a team but don't mind working solo too!
- You don't mind standing for the majority of your shift

Qualifications for greeter

- Is able to deal patiently with problems, complaints – remain courteous when dealing with difficult and angry customers
- Is able to handle effectively situations where a large number of customers want her/his attention at the same time
- Has good communication skills including listening and speaking clearly
- Is able to communicate orally and in writing at a business level
- Particular sophistication in working with families and visitors under

