



Example of Greeter Job Description

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Our company is growing rapidly and is looking for a greeter. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for greeter

- Help maintaining the premises clean and organized
- A mask is required to be worn during the day per company protocols
- All other duties as assigned by the District Manager, or Market Auditor
- Check in individuals for pre-assigned appointments
- Check documentation for licensure
- Sanitize environment frequently
- Clerical tasks as assigned
- Be the constant in our buildings by providing attentive warm greetings to clients and their guest within our lobbies and amenity spaces
- Further foster the relationships between our clients by partnering with our Property Management teams to build lasting community within our buildings
- Actively participate in daily client interactions within the lobbies and/or amenity spaces

Qualifications for greeter

- Apart from religious observation, interested candidates must be able to work a flexible full-time (40 hour/week) schedule, including days, evenings, weekends & holidays at this 7 day operation
- Professional phone etiquette and customer service skills a must
- Candidate must have open availability including weekends, holidays, evenings, and early mornings
- Minimum of 1 year experience handling face to face customer service in a retail setting

- Climbing ladders – occasionally