



## **Job Opening for Sales Assistant @ Grayson Hill Richmond, VA**

### ***Qualifications & Abilities***

The ideal candidate will possess the following qualities:

- ✓ Minimum of three years receptionist/administrative experience/sales experience
- ✓ High level of presence and outgoing personality
- ✓ Proficient in Microsoft Office Suite and/or Mac OS
- ✓ Strong organizational and communication skills
- ✓ Team player

### ***Areas of Responsibility***

The Hostess serves as the initial contact for all persons visiting or calling the Grayson Hill sales office.

- ✓ Greets visitors in a warm and friendly – yet professional – manner to make them feel welcome and comfortable;
- ✓ Answers telephone calls and handles inquiries or directs callers to the appropriate person(s);
- ✓ Maintains a neat and well organized sales area, free of clutter so that it will be attractive to visitors;
- ✓ Generates correspondence on behalf of Gumenick Properties such as thank you notes and mailers;
- ✓ Enters data into Lasso Customer Relations Management tool;
- ✓ Hours – 10:00 a.m. to 5:00 p.m., 5 days per week, including weekends

Above is a brief outline of job duties and is not intended to be all-inclusive.

***If you are interested in applying for this position, or know of someone who would be interested in applying for this position, please submit resumes to Tiffany Previs, Human Resources Department, by April 4<sup>th</sup>, 2017 at the following address, email, or fax number:***

***Gumenick Properties  
Attn: Tiffany Previs  
P. O. Box 17038  
Richmond, VA 23226***

***Fax#: (804) 521-5360  
Email: [TPrevis@gumprop.com](mailto:TPrevis@gumprop.com)***