



1271 Red Fox Road, Saint Paul, MN 55112

Front Desk Receptionist

ABOUT US:

FireFly Computers is a young, exciting and quickly growing computer hardware sales organization. We are dedicated to providing the best in low-cost, high-value computing solutions. Our offerings include the top Chromebook devices available today, FireFly-enhanced thin clients as well as uniquely recertified PC's and laptops. Recently recognized by Inc. Magazine as the 10th fastest growing company in Minnesota and the 4th fastest growing computer hardware vendor in the nation, we are always looking for top talent to help take us to the next level.

JOB DESCRIPTION:

FireFly Computers is currently looking for a candidate to fill an available Receptionist position. The anticipated job duties include:

- Welcoming visitors and directing them to their destinations
- Provide general office support with a variety of clerical activities and related tasks
- Receive, sort and forward incoming mail
- Assist with all front office filing and paperwork flow
- Other job-related duties as needed

REQUIRED SKILLS:

- Excellent interpersonal skills
- Patience and a genuine interest in helping people
- Positive attitude and focused on solutions instead of problems
- Ability to excel as part of a team
- Interest and passion for technology
- Possession of excellent oral and written communication skills
- High School Diploma or equivalent

PREFERRED SKILLS:

- Experience with Microsoft Office applications
- Customer Service experience
- Knowledge or experience with computing technology
- Creative thinking
- Excellent communication and problem solving skills
- Organized and efficient workflow habits
- Ability to work independently

HOURS:

- Full Time
- M-F, 8:30 a.m. -- 5:00 p.m. (flexible)

BENEFITS:

- 401(k)
- Paid Vacation
- Paid Holidays

FireFly Computers is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Apply online at <http://fireflycomputers.com/careers/>