



Receptionist/Host

About User Insight

User Insight, an international research firm headquartered in Atlanta, Ga., has been recognized as one of the fastest-growing privately held companies in the United States by Inc. Magazine three years running. Employing a consistent methodology and dedicating a full team of diversified industry professionals to every client engagement, User Insight gathers and analyzes the voice of the customer to provide insight to user behavior, create intuitive products and lead market strategy. Currently, User Insight has conducted research across the U.S. as well as in 15 countries for more than 300 clients spanning 25 industries. For more information, please visit www.UserInsight.com.

Job Description

As a Receptionist, you will be responsible for answering incoming calls, providing directions to User Insight's facility, calling respondents to ensure an on-time arrival, signing respondents in and out, issuing incentive cards, maintaining a clean and organized reception and customer area, checking and ordering inventory and ordering, directing and setting up catering at appropriate times. Other responsibilities may include assisting with field management, recruiting out of town projects and assisting with sales efforts.

Core Responsibilities

- Answer incoming calls
- Greet clients and participants
- Catering set-up and break-down on lab days
- Straighten and re-stock on lab days
- Ensure office space is neat and presentable
- Order catering and office supplies
- Manage incoming and outgoing mail

Qualifications

- Attention to detail
- Patient and friendly demeanor
- Excellent phone/communication skills
- Strong organizational skills
- Ability and desire to work in a fast-paced environment
- Ability to multi-task
- Proficient in Microsoft Office Suite (Word, Excel and PowerPoint)