

TVG Tennessee I, LLC
RECEPTIONIST
Job Description

Location: **The Grove Sales Center**
 College Grove, Tennessee

Reports to: **Contract Coordinator**

The Receptionist is required to carry out all tasks assigned by the Contract Coordinator or other management personnel or representatives of TVG Tennessee I, LLC. Duties may include, but are not limited to, the following:

Job Description

The Receptionist must demonstrate strong written, computer, and verbal communication skills while maintaining a polished, professional demeanor appropriate for an office environment. This role demands a collaborative attitude and the ability to proficiently manage multiple responsibilities with exceptional attention to detail.

Responsibilities

- Welcome and register guests promptly upon their arrival at the office
- Provide comprehensive administrative support to Sales Executives, Closing Coordinator, and Sales Staff
- Answer, screen, and direct incoming telephone calls efficiently
- Uphold the organization and cleanliness of the office environment
- Process new inquiries, leads, web-based leads, and related information within the database
- Update databases and generate requested lists/reports for sales staff
- Receive, sort, and distribute daily mail and deliveries
- Coordinate and monitor outgoing packages
- Schedule and confirm appointments/meetings for sales staff as needed
- Manage conference room booking calendars, including set-up, clean-up, and overall maintenance
- Maintain inventory of office and household supplies (including kitchen items)
- Assist with preparation and assembly of sales fulfillment packages and ensure adequate supply of marketing/sales materials
- Organize and make marketing/sales materials easily accessible
- Ensure orderly filing and document management
- Support various mailing programs as required
- Possess working knowledge of the community to address general inquiries
- Assist and participate in major company events as needed