

## Receptionist

Norman International Inc.

\$20-\$22 per hour - Full-time

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### Job details

Pay

\$20-\$22 per hour

Job type

Full-time

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### Location

La Palma, CA

Onsite

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### Benefits

- 401(k)
  - 401(k) matching
  - Dental insurance
  - Health insurance
  - Life insurance
  - Health Savings Account
  - Paid time off
  - Vision insurance
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## Full job description

### About Us:

With more than 50 years of unwavering passion for quality, Norman Window Fashions is among the world's largest and well-respected manufacturers of window coverings. Our long-standing commitment to quality and craftsmanship have made us the number one choice for homeowners who demand only the best.

We are seeking a self-motivated receptionist who thrives in a professional business environment. This individual must have excellent communication skills and be highly organized to meet deadlines.

### Responsibilities:

- Greet visitors and employees, assist with entry, and open doors as needed.
- Manage all visitor interactions, including handling unscheduled visits professionally.
- Ensure all visitors check in using the iPad Receptionist app and notify staff of their arrival.
- Open and close the showroom daily.
- Answer phones and transfer incoming calls to the appropriate department.

- Develop a basic understanding of the company's product lines, internal order system, and website.
- Respond to basic customer inquiries via phone.
- Accept office deliveries and notify appropriate staff to receive product.
- Assist with processing order templates and custom color swatches sent to La Palma.
- Serve as a backup for monitoring and responding to new customer lead emails.

**Requirements:**

- 1-2 years of receptionist experience preferred
- Must be detailed oriented and have excellent follow-through skills
- Must have outstanding communications skills (verbal and written)
- General proficiency in Microsoft programs, i.e. Word, PowerPoint, Excel, Outlook, Teams
- Excellent customer service skills
- Excellent organizational skills
- Able to multi-task with multiple priorities and deadlines

*Norman is an equal opportunity employer of all qualified individuals; including minorities, women, veterans, and individuals with disabilities, and regardless of sexual orientation or gender identity. Norman will consider for employment qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.*

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