

<http://cannapidispensary.com/job/front-desk-receptionist/>

Front Desk Receptionist

Hiring organization

Cannapi

Description

We are hiring a full-time/part-time receptionist. The Front Desk Receptionist will assist and greet customers, and ensure IDs are thoroughly checked. Applicants need extensive knowledge of cannabis, excellent customer service, ability to work in a fast-paced environment, proficiency with PC and Mac products.

Date posted

March 29, 2021

Responsibilities

- Greet customers and check IDs
- Answer questions for new customers regarding the purchasing process, etc.
- Check recreational customers into the POS system
- Gather customer contact information for dispensary loyalty programs and marketing
- Assist with sales and inventory counts as needed
- Manage incoming calls
- Update online menus

Qualifications

- Two years' customer service experience
- One year cannabis industry experience
- Minimum 21 years of age
- Must possess valid driver's license or state ID
- Must pass any and all required background checks