

# GOODER

KITCHEN | BATH | TILE | CABINETRY

## Job Description

Are you a friendly and organized individual with a passion for customer service? GOODER is seeking a Receptionist to join our team and be the welcoming face of our store.

## Responsibilities:

As a Receptionist, you will be responsible for greeting and assisting customers, managing phone calls, handling inquiries, and providing administrative support to ensure a smooth and positive experience for all visitors and team members. Your excellent communication skills, attention to detail, and ability to multitask will be essential in this dynamic role. Join us in creating an exceptional customer experience at GOODER!

Job Type: Full-time

Salary: \$19.22 - \$23.15 per hour

## Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

## Schedule:

- 8 hour shift
- Day shift
- Weekends as needed

## Ability to commute/relocate:

- San Jose, CA 95112: Reliably commute or planning to relocate before starting work (Required)

## Experience:

- Customer service: 1 year (Preferred)

Work Location: In person