



THE
Berkshire

11820 Edgewater Drive • Lakewood, Ohio 44107 • (216) 221-9800

WE ARE HIRING:

POSITION:

PART TIME FRONT DESK RECEPTIONIST

Saturdays 9:00AM – 2:00PM

(ADDITIONAL WEEKDAY HOURS MAY BE AVAILABLE)

DUTIES:

- Greet and welcome all guests and residents
- Answer all incoming calls and/or take messages
- Allow entrance and log in all general contractors
- Schedule move-ins and deliveries and add to calendar
- Make sure all visitors and residents are signed in
- Register and log in new tenants

Interested parties may send their resumes to wsd@thecoralcompany.com. For any additional inquiries please call 216-221-9800 (M-F 8:30am-5:00pm)

Your Condominium on the Shores of Lake Erie