



PART-TIME FRONT DESK RECEPTIONIST

Are you looking for a part-time role that mixes your knack for hospitality with your love for organization?

U-neek Computer Services, with deep roots in Downingtown, PA, is looking for a part-time Front Desk Receptionist for the Residential Department of our IT company. As we expand, we're excited to bring aboard a new member who's ready to serve as the first point of contact for our customers, offering a warm and professional welcome. Our ideal candidate is a proactive thinker who doesn't wait for daily checklists but instead actively seeks out ways to contribute and solve problems. We value independence and initiative, as our dynamic environment means we trust our team members to manage their responsibilities effectively without constant oversight.

Your Role Will Involve:

- Offering a friendly greeting to customers, setting a positive tone for their visit.
- Handling check-ins, including capturing service details and scheduling appointments.
- Handling check-out, including equipment pickup preparation and payment processing.
- Providing clear information about our services, pricing, and what sets us apart.
- Supporting our residential technicians with daily tasks and organizational needs.
- Assisting in our ticketing system with repair notes, reminders, and customer follow-ups.
- Helping to identify and solve workflow challenges, contributing to smoother operations.
- Maintaining a tidy and inviting front lobby area.

We're Looking for Someone Who Is:

- Energetic and friendly, capable of brightening our clients' days (even the grumpy ones).
- Proficient with basic computer tasks (Word, Excel, Outlook).
- Exceptionally organized and comfortable creating methods from scratch.
- Adept at problem solving and interested in finding useful solutions to day-to-day bottlenecks.
- Comfortable on the phone for customer follow-ups (no cold calling, we promise!).
- Independent – we don't have time to micro-manage if we wanted to.



The Ideal Candidate Might Be:

- A college student or a parent with kids in school, looking for a daytime schedule that fits their lifestyle.
- Someone with previous office experience, though it's not a deal-breaker if you're new to the game.
- Someone interested in computers and tech (mostly for the jargon!).

Job Specifics:

- Location: Our office in Downingtown, PA
- Wage: \$15 an hour
- Part-time hours: 11:00 AM - 3:00 PM, Monday-Friday *
- Local with reliable transportation is a must.
- The ability to commit to a dependable schedule is a must.

** Our schedule is flexible for the right candidate. We can likely work with any 4 hours (5 days a week) during our workday, as long as it's consistent Mon-Fri. More hours are also possible as we grow with this position.*

Company Overview:

U-neek is a service-oriented technology company located in Downingtown, PA. We specialize in both business-to-business IT support and residential computer repair (the department we are currently hiring for). We pride ourselves on exceptional customer service and our solid reputation in the community. Thanks to our dedicated team, we've seen continuous growth year over year. U-neek operates with a casual atmosphere. We are a small business, and we strive to find individuals who fit our philosophy - if you're looking for a corporate environment, it's not us! We're continuing to grow and we're looking for the right person to grow with us.

Please send your resume to our Office Manager:

Amy Largent

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