



## Sharon Kleckner

Front Desk Coordinator

NAI Summit

610-264-0200

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### Scope of Responsibilities

As the front desk coordinator, Mrs. Kleckner is responsible for greeting customers, answering a multi-line telephone, as well as multitudes of other tasks within our brokerage and property management departments. She serves as a communication liaison for Building Services department and interacts with tenants and building owners. Sharon's pleasant personality, customer-focused outlook, and administrative support experience sets the tone of professionalism at NAI Summit.