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# Example of Administrative Assistant / Receptionist Job Description

Our company is growing rapidly and is looking for an administrative assistant / receptionist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative assistant / receptionist

* Work with Edelman’s network of administrators across the company to organize cross-office events, videoconferences in conjunction with IT
* Answer telephones and direct the caller to the appropriate associate
* Greet and directs visitors
* Receive, sort and forward incoming mail
* Assist with other related clerical duties such as photocopying, faxing, and filling
* Manage a high volume of meetings, appointments, and multiple complex calendars
* Serve as a liaison for team with internal partners, answering questions and routing requests
* Operate telphone switchboard to answer, screen or forward calls, providing information, taking messages or scheduling appointments
* Generate financial documents upon request
* Coordinate and arrange meetings as directed by Business Office Manager

## Qualifications for administrative assistant / receptionist

* Confident, gracious and friendly demeanor in dealing with clients and members of the public
* Notary Public for the state of Delaware (or able to secure certification within 3 to 6 months of hiring)
* Must have at least a year in clerical experience
* Comfortable with general office, and supporting different people
* Ability to navigate the internet efficiently
* Maintain communication with the Business Office Manager to correlate office arrangements and minimize conflict