Downloaded from <https://www.velvetjobs.com/job-descriptions/administrative-assistant-receptionist>

# Example of Administrative Assistant / Receptionist Job Description

Our company is looking to fill the role of administrative assistant / receptionist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for administrative assistant / receptionist

* Greet all visitors to the Orlando Regional Office, ascertain their needs and direct accordingly
* Employ excellent phone etiquette and customer service skills in receiving incoming calls, identifying nature of calls & routing appropriately or taking messages
* Maintain a courteous and professional attitude and work station
* Practice and adhere to the “code of conduct” philosophy and “mission statement”
* Answering multiple phones and managing office reception
* Managing conference rooms set-up and maintenance
* Coordinating complex travel arrangements (international and domestic) and preparing detailed itineraries
* Arranging messenger and car service, when necessary
* Backing up other Administrative professionals, as needed
* Act as liaison between other departments

## Qualifications for administrative assistant / receptionist

* May transcribe meeting notes according to standard formats
* Prepares letters and memoranda from specific instructions
* Assembles and complies basic data for reports or presentations from established sources as directed
* Schedule and maintain calendar of appointments, meetings and travel itineraries and coordinates related arrangements for officers/department heads
* Ability to respond quickly and efficiently to requests for assistance
* Works well with different types of people