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# Example of Administrative Receptionist Job Description

Our innovative and growing company is hiring for an administrative 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 receptionist

* Assists with administrative projects and duties as requested
* May serve as backup by assisting with scheduling appointments, organizing appropriate meeting materials, and assisting with other projects as needed
* Scheduling meetings and leading the handling of meeting logistics (e.g., conference rooms, video, conference calls, preparing meeting materials)
* Proxy for timecard and expense systems
* Maintains parking/metro, handset, electrical submeter, and invoice databases
* Maintains vendor files and updates vendor contact listing
* Collects and compiles chargeback reports, inputs end of period financial reconciliations
* Maintains Conference calendar and helps coordinates meetings with IT, catering and any other conference assistance that may come up
* Distributes petty cash and travel advances, prepares reconciliation report
* Assists with New Hire Orientation when absences occur

## Qualifications for administrative receptionist

* Proficient in Google applications (Google Docs, Google Forms, Google Plus, Google Hangout)
* Ability to establish and maintain effective working relationships with supervisors, coworkers, other employees and the general public
* Coordinates monthly Metro and parking benefits
* Assists with Health Fair setup and organization
* Fill in for Facility Coordinator as needed in case of absence
* Assist with work order processing