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# Example of Administrative Receptionist Job Description

Our company is looking to fill the role of administrative receptionist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative receptionist

* Maintaining all electronic and paper filing systems as per our Quality System Standards Work cohesively as a team within the office
* Perform general clerical duties such as photocopying, faxing, mass mailings, filing
* Greeting visitors and clients
* Conference room management including
* Work with Edelman’s network of administrators across the company to organize cross-office events, videoconferences
* Prepare and process expense reports, benefit claims and timesheets
* Processes incoming and outgoing communications (phone, email, ground and express delivery, ) on behalf of management
* Completes other projects as assigned by the Warehouse Manager
* Proactively manage, schedule, and prioritizing executives' work flow and task items
* Maintaining team and meeting calendar

## Qualifications for administrative receptionist

* Knowledge of the proper use of English in spoken and written forms (grammar, spelling, vocabulary ) and of generally accepted office practices, procedures and equipment
* Must be physically able to bend, stoop, climb, walk, and lift & carry heavy objects (up to 20 lbs)
* Must have 5+ years of Accounts Payable/Accounts Receivable experience
* Must be personable and willing to wear many hats
* Coordinate calendars for conference room scheduling
* Order and coordinate breakfast, lunch for office meetings