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# Example of Assistant / Receptionist Job Description

Our growing company is looking for an assistant / receptionist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant / receptionist

* Perform additional duties assigned by the Office Administrator
* Monthly update of badge audit and foreign nationals listing
* Provides appropriate information, or directs requests to appropriate parties
* Maintains Front Desk Manual, monthly listings (package delivery, staff phone list, visitor parking)
* Communicate and coordinate with internal groups/admins
* Processes invoices, forms, orders, in timely manner
* Provides excellent professional customer service via phone, email, or in person, follows up on customer service interactions
* Administrative support for Facilities & Services Team
* Researches and creates monthly regional newsletter and related presentations
* Processes requisitions and maintains purchase order files

## Qualifications for assistant / receptionist

* 2+ years of experience in an office setting, either as a receptionist or in an administrative support role
* Candidates should have a strong customer service focus, with the ability to establish and maintain effective working relationships with staff, managers, vendors and the public
* Must have a high attention to detail and excellent organizational skills
* Prior experience working in a professional service firm and in an administrative support role is preferred
* Expert ability to establish and maintain credibility and interpersonal relationships with diverse group of individuals
* Possess creativity and ingenuity, initiative & reliability