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# Example of Corporate Receptionist Job Description

Our company is growing rapidly and is looking to fill the role of corporate 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 corporate receptionist

* Receive payments and other deliveries from customers and by following the log in process couriers and notify proper departments
* Oversees conference room reservations and scheduling to ensure bookings are accurate
* Oversees incoming faxes and contacts recipient/s
* Supports and assists in mailer projects
* Inform in-house party
* Main point of contact for meeting room reservation
* Be the main contact for delivery, and mail, and coordinate the mail deliveries with the mail room DHL, TNT
* Calls in building related maintenance , lights out, HVAC, , to building engineers
* Mail and deliveries including distribution to recipients
* Ensures tidy reception area, meeting rooms and kitchens at all times

## Qualifications for corporate receptionist

* Friendly and professional attitude
* Minimum one year of professional experience in a receptionist or administrative assistant role
* Successful track record of dependability and punctuality
* Must be available for business hours of operations Monday-Friday 8am-5pm
* Experience in Geriatrics
* Experience with a health plan/health insurer and/or Medicare/Medicaid