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

# Example of Corporate Receptionist Job Description

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

* Book visitor car parking as requested
* Liaise with shuttle bus drivers, dealing with issues promptly and ensuring their weekly vehicle check list is completed
* Liaise with the on-site Janitor on a variety of site related issues, including providing information for setting up training rooms in line with user’s requirements
* Work closely with the on-site Facilities Manager and Assistant Facilities Manager, providing appropriate cover in their absence
* Ensure all Health and Safety procedures are carried out and adhered to
* Ensure First Aiders and Fire Wardens refresher training is booked and kept up to date in line with legislative requirements
* Create security passes for new employees and maintain accurate records in respect of starters and leavers
* Liaise with landlords and on-site security, dealing with queries and issues as necessary
* Answer routine inquiries
* Maintain neat appearance of reception area and conference room

## Qualifications for corporate receptionist

* Excellent communication skills, especially on the phone
* Minimum 1 years' experience in a similar corporate role
* Study towards a relevant qualification will be highly regarded
* Minimum of three (3) years of administrative experience
* Excellent command of the English language, with some Spanish ability
* Responsible for scheduling conference rooms when needed