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# Example of Desk Attendant Job Description

Our innovative and growing company is searching for experienced candidates for the position of desk attendant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for desk attendant

* Open/close library building as schedule demands
* Answering phones and distributing departures and arrivals by priority
* Be at work station at all times
* Logging all calls and being able to handle heavy phone usage, possess clerical and computer basics
* Assisting the Bell Captain and bell persons with luggage tickets
* Incumbent in this position must be able to prioritize, have excellent communication skills and be able to move at a fast pace
* Print and process routine reports and may assist in the training of new departmental employees
* Answer and forward incoming telephone calls to the correct staff member
* Greet and receive students and guests, whether in person or on the phone – correctly answering questions about services and directing them to appropriate staff member
* Receive, sort, and organize all mail for delivery to residents’ mail boxes

## Qualifications for desk attendant

* Experience working with a cash register is helpful
* This position requires evening and weekend availability
* Previous hospital or clinical experience in a customer related field is preferred
* Must be able to adapt to unpredictable situations and stress
* Must have a great, outgoing personality
* Duties of the position require successful candidates to be at least 18 years of age