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# Example of Desk Receptionist Job Description

Our company is growing rapidly and is hiring for a desk 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 desk receptionist

* Sending and distributing faxes
* Large format scanning and copying
* Answering and routing incoming calls appropriately
* Logging and verifying identification for all visitors
* Assisting with various administrative tasks, like processing purchase orders
* Participating in department meetings and communicate problems and offer possible solutions
* Monitoring and reviewing security cameras
* Filling out security reports, when necessary
* Responds to routine inquiries regarding office location, hours of operation
* May schedule meeting rooms, prepare basic correspondence, organize and distribute mail, receive and send courier packages

## Qualifications for desk receptionist

* Greeting patients upon arrival
* Directing patients to appropriate areas
* Input data / patient information
* Handling patient appointments
* Completing other tasks as required
* Greet patients upon arrival