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# Example of Desk Receptionist Job Description

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

## Responsibilities for desk receptionist

* General administrative duties as requested including
* Greet visitors entering organization
* Deal with queries from the public and customers, direct calls to the appropriate individuals
* Maintain current knowledge of staff movements in and out of the organization through the use of organization charts / company intranet / staff announcements
* Assist with breakfast and/or lunch orders for meetings as requested
* Assist with hotel and travel reservations as requested
* Assist with special projects and HR administrative work as assigned
* Work with Office Administrator to oversee front desk and lobby atmosphere, including cleanliness, safety and maintenance
* Perform basic filing duties
* Greets and directs all visitors, including vendors, clients, job candidates and customers

## Qualifications for desk receptionist

* Administrative or Executive Assistant background a plus
* Complete the training and onboarding required, making an impact on the office and all who visit the location
* Work independently and handle any and all requests that may arise with minimal support
* Maintain a positive atmosphere while ensuring all guests feel welcome in the office
* Ability to use a multi-line phone system
* Degree or Diploma holder in Hospitality Management or related disciplines