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# Example of Desk Receptionist Job Description

Our company is growing rapidly and is hiring for a 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

* Maintain office security
* Coordinate mail flow in and out of office, collect and distribute parcels and
* Complete and submit donation requests
* Monitor team calendar
* Stay up to date with team news and events
* Other duties assigned by the Associate Athletic Director for Football
* Offers refreshments (coffee, water, ) to visitors, where applicable
* Acts as concierge for residents (calling taxis, handling telephone and/or cable problems, checking newspaper deliveries)
* Greet and check in guests
* Accurately assign guests to Sales Representatives

## Qualifications for desk receptionist

* Passionate, outgoing and service-oriented
* Friendly personable attitude
* Experience prioritizing and performing multiple duties
* The position requires a flex schedule with ability to work days, evenings, weekends and holidays
* Ability to read and speak English in a clear manner
* Ability to maintain a high level of confidentially with employee information