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# Example of Desk Receptionist Job Description

Our company is looking 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

* Gift clients at the end of their presentation
* Obtain email addresses from new Bluegreen Owners and Sampler Owners
* Conduct preliminary and daily audits as outlined in the Marketing Admin Front Desk SOP
* Conduct gifting upgrades and retail ticket sales as instructed
* Trains front desk relief operators
* Maintains front desk reception policy and procedure manual with current information
* Assist Talent Acquisition Manager with scheduling interviews, tracking and follow up
* Prepare new hire folders and gift bags
* Maintain Wilton Facebook
* Manage the HR Purchase Card usage and expenses

## Qualifications for desk receptionist

* Knowledge in Opera System will be an advantage
* Friendly personality with a “can-do” attitude
* High degree of self-motivation, initiative and flexibility
* Employees are expected to carry out all reasonable requests by managers/supervisors
* First aid and CPR certifications preferred, but required within 60 days of hire
* 3 - 6 months previous experience providing general clerical support