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# Example of Executive Receptionist Job Description

Our company is growing rapidly and is looking to fill the role of executive receptionist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for executive receptionist

* Report any unusual occurrences immediately to the Executive lounge manager
* Assist with the maintenance and organization of the conference rooms
* Maintain security by following procedures and controlling access (submitting request for floor access, issue visitor badges)
* Act as backup support for senior executives, taking accurate messages and transferring calls to appropriate individuals
* Conduct employment verification, reviewing employee right to work documents and completing Form I-9s on behalf of the firm
* Scan physical documents for remote processing
* Help with Tent Cards and Name Tags as needed
* Answering and routing phones calls
* Managing the HR Director's calendar
* Scheduling interviews for recruiting

## Qualifications for executive receptionist

* High school diploma or equivalent level of education
* Previous switchboard/reception experience (preferable)
* Strong organizational and problem solving skills, superior attention to detail is necessary
* Scheduling car services for shareholders
* Entering info into CRM database
* Ordering and stocking supplies for the kitchen, bathrooms, fridge