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# Example of Executive Receptionist Job Description

Our growing company is searching for experienced candidates for the position of executive receptionist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive receptionist

* To ensure that all Lobby areas, including the reception, meeting rooms seating area, corridors, washrooms and public spaces are presentable at all times
* Answer all incoming calls for the office's main line and Senior Employees
* Provide administrative support, including email correspondence, calendar management, scanning and faxing
* Schedule meetings and greet guests
* Arrange travel itineraries and reservations
* Create and maintain contact lists in a CRM
* Maintain inventories while ordering office supplies and kitchen pantry items
* Assists visitors and other staff in a timely, warm, and professional manner
* Screens and routes phone calls and delivers accurate messages
* Receives deliveries and coordinates pick-ups and mailings (SDH courier, external courier, Fed Ex, UPS)

## Qualifications for executive receptionist

* 2+ years of experience in an Office Management, Receptionist, and/or Administrative role
* Set up and clean-up of meetings (catering, printing)
* Some calendaring (conference calls, meetings ) - should take into consideration multiple time zones
* Some travel planning, both domestic and international, including multi-leg trips
* Good attitude/flexible
* Answer and screen all incoming calls and handle caller’s inquiries where possible