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# Example of Front Desk Assistant Job Description

Our growing company is looking to fill the role of front desk assistant. 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 front desk assistant

* Carry out janitorial duties as needed
* Assist executives with expense reports as requested
* Assist office management and staff with administrative or financial responsibilities, such as client contracts and invoicing, billing worksheets, and financial reporting
* Maintain efficient post room services for incoming, outgoing and internal mail
* Assist in planning office-wide events, such as employee welfare activities
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* Provides support to account staff for financial components of new business proposals
* Maintain project codes, oversee client billing and invoicing by liaising between account staff and corporate finance
* Verify that all employees are entering time sheets
* Compile and analyze utilization reports

## Qualifications for front desk assistant

* Ensures all visitors to the facility are screened and approved
* Orders and organizes all Office Supplies
* Candidates must have excellent communication skills both written and verbal
* Candidates must have a upbeat and friendly personality to welcome clients
* Three or more years of dental or medical office experience, specifically front desk management and patient scheduling
* Take calls from homeowners and vendors and handle the matter or refer to the appropriate staff member