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# Example of Front Desk Receptionist Job Description

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

* 2 + years experience as a receptionist in a professional, corporate setting
* Proven ability to handle stress and work under pressure
* Self-starter, organized, able to follow written and verbal instructions
* Meet and greet all visitors, determine their needs, and direct them to the appropriate employee or location
* Order daily lunches for staff and manage weekly lunch menu email
* Provide administrative and clerical support to office and Human Resources team when needed
* Answer multi-line phone system, screen and route calls as appropriate
* Process mail and track packages
* Handle facilities management requests and access badge tracking
* Order office supplies, including name plates for new hires,chairs and toner for copy machines

## Qualifications for front desk receptionist

* Order and stock conference room supplies
* Assist with RTD cards and parking requests
* Event planning for company meetings and outings
* Handle all cashiering transactions (posting charges to guest rooms, exchanging foreign currency, ), balancing their cash float at the end of each shift
* Respond to all guest requests and questions in a professional and courteous manner, whether via telephone or in person, providing accurate information and taking appropriate courses of action (safety deposit box issuance, message handling, dealing with complaints)
* Complete additional tasks as assigned from time to time by their supervisor