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# Example of Front Office Executive Job Description

Our company is growing rapidly and is hiring for a front office executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for front office executive

* To take over the tasks of the Executive Lounge Team Leader/Supervisor in their absentia (including but not limited to GSS Weekly Reports, attendance of the Daily Briefings, Guestware weekly reports, Guest Correspondence)
* To liaise with the Executive Lounge Leaders to ensure that information is communicated efficiently but not duplicated
* To assist in check-in and check-out if the Front Desk / Reception Lobby are overloaded/understaffed
* Review the trends of arrivals and departure and schedule him/herself accordingly
* Handover log
* Courtesy calls and Guest Conversation log
* Coordinate with Transportation and airport desk to ensure timely pick-up and drop-off of guests, if required
* Greet visitors/clients providing a friendly, courteous front office service reflecting the corporate image of the client
* Site personnel are notified of guest’s arrival immediately and follow up calls made where guests are not picked up coordinating with the host/sponsor
* Issue visitor badges/temporary card/service badge/new joiners ID & access card

## Qualifications for front office executive

* 7+ years professional experience, with majority of experience spent in a full-cycle, professional-level recruiting role
* Majority of experience should be spent working within an Investment Bank, with very strong preference for front office businesses (vs
* A combination of corporate in-house and search firm-side experience highly preferred
* Communicates with a level of gravitas and sophistication to collaborate with, and influence senior-level candidates, hiring managers and HR colleagues
* Track record of effectively negotiating and closing senior-level hires
* Strong relationship skills with the ability to build partnerships with clients, HR colleagues and vendors