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# Example of Office Receptionist Job Description

Our innovative and growing company is hiring for an office 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 office receptionist

* Coordinating catering orders and deliveries
* Answering phones and routing the calls to the correct people
* Greeting visitors professionally and settling them in to the meeting rooms
* Ensuring a positive first impression to the company
* Booking meeting rooms and ensuring refreshments are available
* Ordering catering and setting this up for working breakfasts / lunches
* Ensuring meeting rooms are tidy and ready for the next meeting
* Co-ordinating mail flow in and out of the office
* Organising travel for the team
* Booking couriers and taxis when required

## Qualifications for office receptionist

* Making restaurant bookings
* General ad hoc administration including expenses for the team
* Completing all copying, faxing and scanning requirements
* Maintaining printers - changing toners, replacing parts and ensuring paper is in them
* Keeping the office in a well organised and tidy condition, making it an enjoyable environment to work within
* Knowledge of Microsoft Office, especially Excel, Word, Outlook and PowerPoint