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# Example of Receptionist / Admin Job Description

Our growing company is hiring for a receptionist / admin. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for receptionist / admin

* Receive and process inbound and out bound mail and packages
* Maintain Communication Boards throughout the facility
* Provide assistance to members in person and on the phone – balance information, telephone transfers
* Maintain supply of Brookhollow cards (birthday, sympathy, congratulations, get well, ) for commercial team to use
* Empty blue bag after daily courier run
* Greet visitors in person and/or on the phone
* Greet persons entering establishment, determine nature and purpose of visit, monitoring sign-in log, and direct or escort them to specific destinations
* Sort mai
* Attending to internal external customers in a timely and professionally manner
* Incoming calls -Directs all incoming calls to corresponding department or employee

## Qualifications for receptionist / admin

* Hospitable and Friendly
* Patient and Efficient, detailed oriented
* Must have a minimum of one to two (1-2) years answering a multi-line phone system, administrative support, or related experience preferably in a customer service or financial services environment
* Must have experience working with a multi-line phone system and other basis office equipment
* Must be able to type 35 wpm accurately and have a basic knowledge of computers
* Bilingual in Spanish perfered