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# Example of Receptionist / Administrative Assistant Job Description

Our company is growing rapidly and is looking for a receptionist / administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for receptionist / administrative assistant

* Ensure the office is presentable to visitors
* Respond to switchboard and reception calls
* Interact with all Agency staff and greet and provide information to visitors
* Compile, complete and submit expense reports
* Arrange complex and detailed travel plans for domestic and international travel
* Manage electronic calendars
* Book and coordinate conference room meetings and seminars
* Back up Administrative / Executive staff as needed
* Create and edit documents, records and reports
* Deliver mail and packages and handle shipment and messenger delivery of packages

## Qualifications for receptionist / administrative assistant

* Assist with administrative projects as needed
* Previous Windows experience
* Highly organized, with a structured approach to managing workloads, dealing with issues, prioritizing activities
* A flexible attitude to working hours
* Answer telephones, screen/direct calls, take messages, and assist callers in a professional and accommodating telephone manner
* Receive and sort mail/deliveries distribute mail/deliveries