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# Example of Receptionist / Administrative Assistant Job Description

Our growing company is looking for a receptionist / administrative assistant. 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 / administrative assistant

* Answering and directing all incoming calls to ensure a "pleasant experience"
* Greeting all incoming visitors
* Handling daily lunch ordering for office
* Maintaining conference room schedules, booking as needed
* Ordering catered food for meetings as requested
* Making sure kitchen is clean, stocked and organized throughout the day
* Ordering Peapod twice weekly
* Maintaining inventory for coffee and water and order as needed
* Printing and distributing certain publications and attachments as received
* Keeping office organized and straightened throughout the day

## Qualifications for receptionist / administrative assistant

* Ordering general office supplies as needed
* Checking specified copiers and printers daily and fill with paper as needed
* 2+ years of experience in an Administrative and/or a Receptionist role
* Provide excellent customer service to clients, visitors, management and other personnel
* Answer and route incoming calls appropriately
* Log and verify identification for all visitors