Downloaded from <https://www.velvetjobs.com/job-descriptions/receptionist-administrative-assistant>

# Example of Receptionist / Administrative Assistant Job Description

Our company is growing rapidly and is looking for a receptionist / administrative assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for receptionist / administrative assistant

* Responsible for the ordering of office supplies
* Answering a multi-line telephone system and accurately direct the calls to the appropriate individuals, provide callers with additional information, use of the paging system when needed, ability to take detailed messages to ensure appropriate follow-up
* Providing general administrative support to a department or group of professionals including proposal presentation, and report generation and assembly, processing expense reports, creating and working with spreadsheets
* Answer incoming telephone calls, determine purpose of caller, and forward to appropriate personnel or department
* Performs various administrative duties such as preparing and processing documents, reports for managers and other partners in the office
* Focuses on administering defined procedures, analyses and report preparation
* Assists with coordinating client events, client mailings, and correspondence
* May be responsible for data input, data processing and data verification
* Maintains electronic and paper records
* Will greet and assist clients and vendors and answer phones

## Qualifications for receptionist / administrative assistant

* Will act as backup when needed for banking clients by handling deposits and cash transactions
* Greeting visitors and tenants and attending to needs
* Acting as a liaison between tenants and engineers for work order requests
* Printing out any janitorial work orders at the end of each day and attach with security memo
* Maintaining and review janitorial log
* Reviewing security reports, probing reports & e-mail, and creating work orders for noted items