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# Example of Receptionist / Administrative Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of receptionist / administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for receptionist / administrative assistant

* Light clerical duties as needed
* Greet guests and customers including visitor registration and badging, answer main phone line, and direct calls in a professional and welcoming manner
* Maintain a professional and organized front desk
* Order office and kitchen supplies for the Herndon office
* Maintain and stock supply rooms and kitchen on a daily basis (may require the use of a step stool)
* Maintain copiers/printers ink and paper supply as needed
* Ship, receive and distribute the mail and packages for the office on a daily basis
* Arrange for meetings as needed, including catering and meeting room scheduling and setup
* Create and maintain the office seating layout, phone lists and standard operating procedures
* Assist in charitable donation requests and planning

## Qualifications for receptionist / administrative assistant

* Customer-service oriented with excellent phone manners
* High School Education with minimum of 1 year office experience
* Previous administrative/office management experience preferred
* Knowledge of payroll industry helpful, but not necessary
* Support company events to include scheduling, catering arrangements and set-up and clean-up
* Assist sales operations with marketing inventory organization and control