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# Example of Receptionist / Administrator Job Description

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

## Responsibilities for receptionist / administrator

* Operating purchasing responsibility for the whole site within NPR (None Product Related) in SRM (Supplier Relationship Management)
* Responsible for sending outgoing invoices and checking outgoing credit notes
* Help prepare and co-ordinate with the administration of various projects new hire paperwork and letters of invitation
* Manage facilities including maintenance agreements & office repairs
* Liaising with the day cleaner/caretaker to ensure that any administrative duties around the building, as requested through the OTRS system are attended to in a timely and efficient manner
* Provide direction to the day cleaners ensuring that a high level of service is provided
* Provide timely, detailed feedback to the Facilities Manager reporting any areas of concern with regards to the standards and condition of the premises
* Administration of the company meeting rooms
* Manage facilities and general office needs for the headquarters building
* Coordinate and set-up meetings and events as requested, including catering, set-up, clean-up and coordination of all other logistics (AV needs, supplies)

## Qualifications for receptionist / administrator

* Prior Administrative Assistant/Receptionist experience required
* Must have a college degree, or at least 5 years of verifiable employment history
* Exhibit basic business math skills (add, subtract, divide, multiply, percentages, fractions, review invoices, travel expenses)
* Set up, organize, stock and shut down all common areas of the office including conference rooms, waiting rooms, and kitchens/break rooms
* Manage office furniture and space needs, including requests for furniture orders, repairs
* Set up workstations for all new associates