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# Example of Receptionist / Administrator Job Description

Our growing company is hiring for a receptionist / administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for receptionist / administrator

* Review all reports and process communications and violations as required
* Maintain association records
* Assist in the preparation of Board and Committee meeting materials and minutes
* Attend compliance meetings as required
* Perform community inspections as directed
* Coordinate suspension of privileges with Club staff for unpaid assessments and violation fines
* Collaborate with Compliance Manager and make recommendations for operational improvements
* Assists Compliance Manager and senior-level management in all other business as needed
* Assist with reception coverage in other office building as needed
* Maintain security by following procedures and controlling access (monitor logbook)

## Qualifications for receptionist / administrator

* Service Administrative Assistant
* Assist administration team and monitor and check office supplies (including photocopier and plotter paper) and equipment (including PPE)
* Organized and meticulous way of working together with resilience and flexibility
* Friendly nature and well-groomed appearance coupled with a professional telephone presence
* Open and service-oriented thinking
* Stock the kitchen and supply room