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# Example of Receptionist / Administrator Job Description

Our innovative and growing company is looking to fill the role of 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

* Maintain reception area
* Oversee Camera loan program & maintenance of camera equipment
* Partner with Staffing vendor admin to manage door access activations & deactivations
* Run reports for continuous labor resource audits
* Hold staffing vendor accountable to the level of audit expectations including Labor Resources barcode deactivations when a contractor is released
* Maintain high level of accessibility in order to manage quantity of badges being requested
* Sorting and mailing all customer invoices
* Learning and utilizing company systems as a part of the workday
* Provide a professional & efficient reception service
* Project a friendly welcoming attitude to all staff and visitors

## Qualifications for receptionist / administrator

* Well organized, dedicated, reliable, and flexible
* A self-starter capable of multi-tasking and prioritizing
* Ability to take initiative in completing assigned work and projects
* Candidates should be looking for long term career within the company
* Provide admin support for the Office Services Co-ordinator
* Greet visitors, contractors, suppliers and new starters ensure they