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# Example of Receptionist & Assistant Job Description

Our company is hiring for a receptionist & assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for receptionist & assistant

* Assist accounting departments as needed, ie QOS Hours, Rogers Cell Phone expenses
* Travel coordinator for domestic and international travel
* Answers telephones and directs the caller to the appropriate employee
* Accepts products and services provided to the company (Staples, food deliveries)
* Maintains Reception area
* Assists with other related clerical duties such as photocopying, faxing, filing and collating
* Coordinate and respond to facility inquires and liaison with vendors, vendor deliveries/repairs
* Handle errands which can include purchasing of items and supplies
* Set up / break down lunch buffet and same with refreshments for meetings
* Maintain executive’s calendar, assist in follow up of emails

## Qualifications for receptionist & assistant

* Organizational skills – able to deliver consistent results in a timely manner
* Experience in utilizing client database software to maximize results for our clients and our firm
* Good writing, grammar and spelling skills
* Loyalty, integrity and caring attitude
* Strong level of customer service
* Coordinate and organize a variety of activities and events