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# Example of Receptionist & Assistant Job Description

Our growing company is looking for a receptionist & assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for receptionist & assistant

* Plan and coordinate all travel bookings (flights, accommodation, visas) and meetings for the Directors, Senior Management and department members for summits and global meetings
* Assisting the Office Manager with various projects, as needed
* Managing a multi-line telephone and reception area, (greeting and directing visitors)
* Managing couriers, maintaining meeting calendars, scheduling catering, purchasing all office supplies as needed/requested
* Maintaining and organizing copy rooms, file and promotional rooms (assembling promo bags and gifts)
* Provides courteous and prompt service to all internal and external customers
* Identifies opportunities and recommends methods to improve service, work processes and financial performance, expense management
* Acting as full back up for morning and mid-day receptionist as required
* Nightly checking conference rooms
* Maintain general office operations

## Qualifications for receptionist & assistant

* Basic knowledge of computer platforms and applications
* Some basic IT troubleshooting skills would be helpful, connecting screens to laptops, Microsoft Office etc
* Strong technical
* Ability to handle and maintain confidential information with extreme discretion
* Ability to prepare presentations including charts, graphics and tables, speaker notes and handouts, - Preferred
* 2+ years of previous experience in a Receptionist and/or Administrative role