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# Example of Receptionist & Assistant Job Description

Our company is growing rapidly and is looking to fill the role of receptionist & assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for receptionist & assistant

* Excellent verbal communication skills with a good phone manner and good written skills
* Prioritizing and managing multiple tasks simultaneously
* Work with the Reservation Team to maximise corporate and group rates
* Have full knowledge of all rates, packages & promotions, room types and overall hotel product
* Check correspondence on a daily basis before arrival date and ensure all relevant information is acquired and fully documented
* Ensure all VIP and special requests are handled efficiently and accurately
* Increase and optimise room sales in line with the brand and hotel's sales policy
* Assist the Revenue Manager to maximise occupancy
* Run all appropriate reports connected with rooms and distribute to the Revenue Manager
* High level of both written and spoken English is required

## Qualifications for receptionist & assistant

* 2+ years of previous experience in an Administrative and/or Receptionist role
* Previous knowledge of Opera is desirable
* Be passionate about your work, as you will work as part of the reservations team providing an efficient and effective service
* Greet and assist walk-in clients
* Schedule appointments and reserve meeting rooms
* Complete scanning projects