Downloaded from <https://www.velvetjobs.com/job-descriptions/receptionist-assistant>

# Example of Receptionist & Assistant Job Description

Our innovative and growing company is hiring 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

* Oversee the management and distribution of all mail, couriers and other deliveries
* Maintain visitors logbook and provide guest passes to visitors
* Order & track inventory of office stationary, kitchen supplies and other consumables
* Raise Purchase orders as required
* Coordinate daily catering service with vendor and maintain logbook for plate counts
* Coordinate with the HR team for scheduling appointments, issuing entry passes and booking meeting rooms for interviews
* Maintain safe and clean reception area by complying with rules and regulations
* Maintain adequate paper in the printer room daily
* Welcome external visitors and assist them with their requirements
* Responsible for effectively recording, maintaining, and reporting human resource information

## Qualifications for receptionist & assistant

* High energy level, yet calm in busy environment
* Positive, friendly and helpful attitude - a real team player
* Good at problem solving on the fly
* Very comfortable with technology, including fluency with Microsoft Outlook
* Positive, client-oriented, take-charge attitude
* Able to work well with external clients