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# Example of Secretary Receptionist Job Description

Our company is growing rapidly and is looking to fill the role of secretary receptionist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for secretary receptionist

* Test results that are not interfaced are scanned into EMR attached to appropriate order, and forwarded to provider for review
* Maintaining complete and accurate agenda related with supporting of teams – Client allocation list, Telephone list
* Performs routine clerical functions, such as copying, sorting, filing, and typing
* Sorts, distributes, prioritizes and composes routine correspondence following established procedures not requiring management review
* Answering incoming patient phone lines
* Types reports, memoranda, and documents using word processing
* With supervision, prepares purchase orders using BAIS Financials
* Operating telephone business systems equipment or switchboards to relay incoming, outgoing, and interoffice calls
* Supplying information to callers and record messages
* Telephone operations, including retrieving messages from the voicemail system and either returning the call or transferring call to appropriate staff

## Qualifications for secretary receptionist

* Requires a basic high school education
* Requires knowledge of secretarial and clerical routines and procedures basic computer operation and keyboard skills
* Requires the ability to read and interpret written information and effectively communicate verbally and in writing
* Requires some experience in secretarial and general office routines
* Requires the ability to obtain and maintain a DoD Security Clearance which requires US Citizenship
* Growing friendships