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# Example of Secretary Receptionist Job Description

Our growing company is looking for a secretary receptionist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for secretary receptionist

* Review incoming mail for distribution and coordinate large mailings
* Coordinate internal and external meetings, travel schedule and travel arrangements for development staff, as needed
* Generate computer reports, lists and labels
* Monitor office supply needs and place orders when appropriate
* Maintain, research, and retrieve information on alumni using University selected software
* Maintain development budgets, reconciling with monthly status reports
* Assist with planning and implementation of meetings and special events
* Use University software to perform duties to create correspondence, memo’s and presentations (including PowerPoint, Excel)
* Attend various functions at times outside the “regular” working hours
* Other secretarial duties as assigned

## Qualifications for secretary receptionist

* University degree or high school graduate
* Applicant must have a high school diploma and at least two (2) years of full-time, or equivalent part-time paid office experience
* Proficient in Microsoft Word and data entry programs highly preferred
* Working knowledge of word processing, electronic mail and calendar, spreadsheet, presentation, and database software
* Medical office experience in an outpatient setting preferred
* Must be adaptable in a fast-paced changing environment, including the ability to work evenings on occasion