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# Example of Telephone Job Description

Our innovative and growing company is looking for a telephone. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for telephone

* Receives requests for paging (overhead, in-house, long range) courteously, verifying information with caller
* Relays any and all necessary information accurately to co-workers and relays information to next shift, with no errors that could result in complaints or misdirection of calls
* Takes initiative to keep information sources up to date and accessible
* Transfers calls successfully and accurately to the appropriate party with no justifiable complaints for repeated disconnects or misdirected calls
* Uses appropriate greeting for type of call presented
* Handle immediate problems and direct problems to department head
* Maintain current procedures for internal and external disasters, fire emergencies, bomb scares and disaster plans
* Monitor new employee training and certifies trainees competencies through demonstration of performance
* Perform all functions of Telephone Operator
* Provide relief coverage to support staff

## Qualifications for telephone

* Must have a valid CDL A license
* Pre-Employment Drug Testing
* Must be able to speak clearly when utilizing hospital intercom
* Highly flexible and able to adapt to a fast paced environment
* Ability to type a minimum of 35 wpm with 85% accuracy
* Understanding of ASL and deaf culture