



Example of Administrative Assistant / Receptionist Job Description

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Our company is hiring for an administrative assistant / receptionist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for administrative assistant / receptionist

- Perform inventory, prepare order list, stock and distribute
- Distribute incoming faxes and transmit outgoing faxes
- Maintain/troubleshoot office equipment
- Coordinate and respond to facility inquiries and liaison with vendors
- Organize and maintain schedule of meetings and other spreadsheet data
- Manage the Accounts Payable in coordination with Minneapolis receptionist
- Ensure clients, candidates and other visitors experience a professional, welcoming and friendly reception, both in person and on the phone
- Assist with scheduling and organizing meetings, including the production of documentation and the arranging of catering as needed
- Ensure office supplies are regularly audited and replenished as required
- Manage all posts, couriers, security lists and building access requests

Qualifications for administrative assistant / receptionist

- 1+ year of Administrative and Customer experience in an Office environment
- Ability to work with multiple business groups with diverse needs external vendors (building management, equipment providers)
- Assist with induction of new starters and liaising with HR & IT teams
- Support the office management team with preparation of documents, agendas and detailed reports for internal and external meetings
- Assist with procurement and contract management for any third parties to

