Example of Assistant / Receptionist Job Description

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

Responsibilities for assistant / receptionist

- Participate as needed in special department projects
- Manage the supply ordering process for the building
- Day to day operations, such as distributing, issue car security passes
- Ability to manage projects and staff as needed from beginning to end
- Expenses- maintain and settle in a timely manner through the Concur system
- Answer phones for VPs, Update phone lists regularly and key databases
- Greet Guests, maintain guest sign in records, issue visitor badges
- Assist the office manager with other administrative duties as requested
- Maintain reception space ensuring it remains tidy and including putting out reading materials
- Check coats and offer snacks and beverages to clients

Qualifications for assistant / receptionist

- Maintain proficiency with software applications/programs and/or department specific systems as required (ie
- Greeting all visitors in a professional and courteous manner
- Maintaining a clean and tidy reception area
- Ensuring security and fire procedures for visitors are adhered to
- Booking couriers and dealing with couriers and any deliveries
- Ordering, monitoring and maintaining stationery levels