



## Example of Assistant / Receptionist Job Description

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Our innovative and growing company is looking for an 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

- Greet Clients/ Customer and answer all incoming calls per company policy and proper telephone etiquette
- Additional administrative responsibilities such as filing and basic data entry
- May need to operate an Internet based phone system
- Answering, screening and forwarding incoming calls
- Perform mail duties
- Filing, photocopying, scanning and collating information
- Have good IT and communication skills
- Be able to work effectively with others whilst managing your own workload
- Understand the requirements of a document controller/admin assistant within the construction industry
- Answer incoming telephone calls, determine purpose of callers, and forward calls to appropriate personnel or department

### Qualifications for assistant / receptionist

- Ability to learn new tasks and/or software programs quickly
- Spanish speaking definitely a plus
- QuickBooks and prior payroll processing experience is a plus
- Ability to work 8-5, Monday through Friday
- Additional related training preferred
- Multi Line Phone System experience