



Example of Executive Receptionist Job Description

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Our company is searching for experienced candidates for the position of executive receptionist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for executive receptionist

- Maintain accurate payroll records
- Provides logistical support such as room reservations, ordering food
- Maintenance of conference room and lobby
- Mailing and package coordination
- Maintenance of kitchen and supply room
- Calendar and contact management
- Travel and expense coordination
- Maintaining office space
- Daily Operations including overseeing group ticket sales, answering phone and email inquiries, managing daily group schedule
- Prepared to step in if game fixes are needed

Qualifications for executive receptionist

- Thorough knowledge and proficiency with PC software programs , word processing, spreadsheet, database management, Power Point, email, calendar
- Must have an excellent command / highly proficient in spoken and written English
- Experience with Avaya telephone system (conferencing, transferring, voice mail)
- Oversee inventory of merchandise and cash out reports
- Oversee game masters

