



Example of Front Desk Assistant Job Description

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Our company is looking for a front desk assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for front desk assistant

- Comply with local health and safety regulations
- Help to plan and execute office moves/refurbishment
- Ensure all new staff members' work stations are set up appropriately
- Work with HR and the HelpDesk to ensure new hire email and Infusion accounts are properly configured
- Order business cards for new employees
- Maintain adequate stock of office supplies, including office stationery and corporate material
- Train staff in use of office equipment when necessary
- Handle set up of computer/laptop and projector for presentations
- Maintain on and off-site storage and archiving of hard files in line with policies
- Keep abreast of advances in office services and make recommendations for upgrades

Qualifications for front desk assistant

- 0-2 years experience in related field or area
- Ability to prepare presentations including charts, graphics and tables, speaker notes and handouts
- College degree preferably specializing in hotel management or equivalent experience

- Written and oral proficiency in the English language
- Cover the reception desk as needed