



Example of Front Desk Representative Job Description

Powered by www.VelvetJobs.com

Our growing company is hiring for a front desk representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for front desk representative

- Collect the mail from the mailroom each day and distribute
- Assist with event setups when extra support is needed
- Scanning, copying, sorting, and delivering documents, including possibly to our offices at the Prospect Site (mileage will be reimbursed)
- Print staff calendars for the week and put outside of their office doors
- Convert hand written notes from meetings to electronic documents
- Research information requested in Banner
- Setup meetings with/for Student Life staff, including calendar invites, room reservations, ordering food, and processing official function forms
- Assist with creating surveys and assessments and compiling data
- Regularly check inventory for office supplies and submit requests for orders as supplies are needed
- Keep office area and kitchen neat, organized, and clean

Qualifications for front desk representative

- Processing Wolf Card and other academic badge printing, Fitness Center memberships, locker rentals, bus passes
- Handling cash register transactions and keeping all financial paperwork organized
- Answer basic questions from students, faculty, and staff regarding policies and procedures

- Provide oversight of the Veterans Center while on duty to promote use of and care for the facility
- Be available for facility needs and set up needs in the Center