



Example of Front Desk Representative Job Description

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Our company is looking for a front desk representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for front desk representative

- Maintain and process student information
- Monitor adequate supply of office handouts for students, Faculty, and Instructors
- Inventory and maintain Instructional supplies
- Assist students at reception counter in person and by phone
- Scribe and route telephone messages and email correspondence
- Manage inventory and office supplies
- Review of documents for accuracy, quality and compliance with established procedures
- May run errands to and from other offices
- Assigned to serve as the front desk representative for the Student Life Office, Game Room, Student Organization Center, and Events and Conference Services
- Greet and assist students/visitors in person, by phone and email

Qualifications for front desk representative

- Some experience with PowerPoint and Publisher
- Previous office support experience a plus
- Take and route telephone messages
- Provide assistance with department's events
- Manage inventory, maintain adequate supply of office handouts
- Complete daily task list which could include general and light cleaning of all

