



# Example of Front Desk Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of front desk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for front desk

- Opens and distributes mail, prepares accounts payable invoices with work orders and receiving tickets
- As applicable, disburses laundry tokens, keep log of sales
- When on assignment, needs to maintain and treat their work areas in a neat and safe manner
- Responsible for checking the fire alarm panel to ensure that it is in normal status
- Patient demographics
- On call 24/7 for emergencies and call outs assigned by Director of Front Desk Operations/Front Desk Coordinator
- Friendly with patients
- Must be able to work Monday - Thursday 8-5, and Friday 8-1
- Responsible for answering phones and must be comfortable with heavy call volume
- Process guest check-in

## Qualifications for front desk

- Ability to work extended/flexible hours, weekend, and attend Board meetings as required
- Must have strong proficiency in Windows and Microsoft Office, including but not limited to Word, Excel and Outlook
- 1+ year experience as medical receptionist preferred, but not required

- Possess knowledge of multi-building operations
- The employee is required to work at a personal computer for extended periods of time talking on the phone for extended periods of time