



Example of Front Desk Job Description

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Our innovative and growing company is hiring for a front desk. 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

- Answer all phone calls from guestrooms, outside lines, and internal call with proper telephone etiquette (all within 3 rings)
- Adhere to all Colwen and brand standards
- Maintain STRICT key controls
- Copy photo I.D
- Assuring that resources are available to any and all in the office
- Meets and greets residents
- Able to understand and react to emergency response and access control procedures
- Assure completion of paperwork, sign-in, and security procedures
- Must be a team player and have great customer service skills
- Establish completion of paperwork, sign-in, and security procedures

Qualifications for front desk

- Responsible for 30-70 patients daily
- Check in patients/ update paper work/ scan records
- Attach to chart in EMR
- Eager to work and learn
- TIPS Certification (within 6 months)
- May require overnight stays