Example of Office Receptionist Job Description

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Our company is growing rapidly and is looking to fill the role of office receptionist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for office receptionist

- Plan fun and exciting team activities and events
- Order office supplies and equipment and set up equipment
- Keep break rooms, conference rooms and all other common areas stocked and neat at all times
- All other tasks as needed
- Manages the reception area to ensure a welcoming and professional experience by complying with procedures, rules, and regulations
- Welcomes, greets and directs visitors
- Fields incoming calls, by answering general questions and directing to proper contact
- Manages the day-to-day office operations to ensure office is in a neat and orderly manner including but not limited to, set up and break down, cleaning, ordering and stocking of all office amenities
- Organize and coordinate lunch orders for all company meetings including but not limited to placing and picking up orders
- Act as primary point of contact with property management and office related vendors to assist internal needs related to cleaning, maintenance and alteration of office areas

Qualifications for office receptionist

- Learn to adapt to new technology as it relates to office practices and procedures

- Look for new techniques and processes to create efficiency
- 1-2 years experience in a reception/office administrative supportive role
- Professional etiquette and a warm demeanor
- Discretion and high level of confidentiality