



Example of Security Receptionist Job Description

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Our innovative and growing company is hiring for a security receptionist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for security receptionist

- Represent the Company in a courteous and professional manner
- Prepare, issue and maintain visitor badges
- Activate/deactivate employee badges
- Maintain sign-in logs
- Conduct briefcase searches
- Sort incoming mail by department
- Process outgoing and incoming visit requests for the Security Department
- Update and maintain facility security clearances
- Use the "Secure Perfect" facility security system
- Use the "SIMS" database to track classified material

Qualifications for security receptionist

- Meet & greet all visitors to the office, being the public face of the company
- Work responsively and cooperatively with on site security and safety management
- Liaise with building management and contractors for general office maintenance
- Administer and distribute security passes for staff and visitors
- Greet visitors and building, improving and maintaining effective relationships with the client employees, guests, and visitors
- Validate deliveries