



Example of Security Receptionist Job Description

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Our company is looking 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

- Operate security cameras and recorder
- Monitor incoming and outgoing property
- Perform emergency responsibilities in accordance with the receptionist's guidebook and safety manual
- Provide job training for back-up employees
- After hours response to alarm monitoring
- Answering phone calls and transferring to appropriate employee
- Assisting other offices within the Security Department in their routine and ad
- Answering queries regarding the building and vacant space to potential new tenants wishing to occupy the building, using building information provided by the client
- Carrying out viewings of vacant floors with potential new tenants to the building
- Completing SIA Door Supervisor and SIA CCTV training provided, in order to work as daytime security

Qualifications for security receptionist

- Registers employees, agency temporaries and contractors and issues temporary badges accordingly
- Must be able to remain focused and calm
- Ability to obtain and maintain a DoD security clearance at the Secret level

- Must possess a minimum of one (1) year of security or law enforcement experience
- Some professional experience working in an administrative role in a very busy front desk setting is preferred