



Example of Security Receptionist Job Description

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Our company is looking to fill the role of security receptionist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for security receptionist

- Employees also enjoy numerous corporate discounts on hotels, phones and restaurants thorough our Work Perk partnerships
- Assist with data entry and file maintenance as directed by Human Resource staff
- Creating a secure and safe environment for both employees and guests
- Organizing a warm welcome in a perfect, clear and efficient way to visitors and employees at
- Provide administrative and organizational support for the executive team
- Support meeting and event planning for onsite and offsite meetings, and customer site-visits, coordinating lunches
- Understanding and applying complex security processes for the safety of government
- Manage all incoming calls to the corporate office
- Issue identification / access control cards and assign appropriate access to employees, visitors and contractors
- Submit access control requests to the Corporate Security Supervisor and / or the Sr

Qualifications for security receptionist

- Excellent customer service skills are essential for success in this role
- Candidate must be able to communicate professionally both in person and in writing

supervision

- All candidates for consideration must be a US Citizen and eligible to obtain and maintain a DoD Top Secret level clearance if needed
- Must be able to meet and maintain any applicable licensing or certifications requirements
- While not required, prior administrative experience is a plus!