



# Example of Security Receptionist Job Description

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Our innovative and growing company is hiring for a security receptionist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for security receptionist

- Generate and print employee IDs
- Prepare and post daily conference center schedules
- Manage office directory
- Communicate with the mailroom team when packages arrive and as needed
- Assist with HR department projects
- Support corporate functions
- Assist with the management of the access control system, access control card-holder records, CCTV management, and the key management systems
- Conduct walking audits associated with general safety & security procedures, physical safety & security systems, keys and compliance
- Assist with the security of meetings and gathering that occur within ULTA offices or leased space
- Reception liaison for the Client Office of the President

## Qualifications for security receptionist

- Good personal appearance, clean uniform
- Excellent and effective oral and written communication skills both in Italian and English language, including telephone communication and with internal and external parties
- Ability to efficiently and effectively work with all staff, Senior Management, clients and visitors
- Ability to follow existing procedures/guidelines and to bring these forward with own input

