



Example of Security Receptionist Job Description

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Our company is growing rapidly and 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

- Technical Sales Engineer
- Checking in Visitors, assigning Visitor Badges
- Inventory of Equipment
- Providing reception to visitors
- Checking in visitors, verifying reason for visit, and issuing visitors badge
- Generate and maintain daily visitor reports using the visitor management module
- Generate and print employee IDs for the office
- Partner with the facilities support person, as needed
- Manage associate desk booking
- Support corporate activity functions

Qualifications for security receptionist

- Understanding and compliance with the BNYM Code of Conduct, Policies and Procedures
- Good time management and attention to detail (operational readiness)
- Observe and report any suspicious or irregular activities that may create security or safety hazards
- Assist in coordinating arrivals of executive visitors
- Prior work experience with customer service or receptionist duties in a high profile corporate environment
- 2 plus years related work experience in office support, copy or mail services a

