

Front Desk Receptionist Job Description

- Responsible for receiving visitors by greeting them in person or on the telephone; answering or referring inquiries
- Maintains employee and department directories as a guide for directing visitors
- Offers beverage to guests where necessary
- Schedules meetings and travel for executives, as well as appointments for customers
- Documents and communicates actions, irregularities, and continuing needs to maintain continuity among work teams
- Contributes to team effort when required
- Operates telephone switchboard; answers and transfers calls to appropriate units
- Takes messages and communicates them to appropriate enquirers
- Handles outgoing mails; sorts and distributes incoming mails
- Responsible for placing outgoing calls and conference calls as needed
- Drafts, reviews, and proofreads office documents
- Responsible for basic data entry as assigned
- Maintains and stocks basic office supplies
- Responsible for operating and maintaining office machines, including printers, copiers, and fax
- Ensures compliance with company rules and regulations in the reception area.