

# Receptionist Job Description template

## Receptionist Job Description Template/Brief

We are seeking a professional and friendly Receptionist to be the first point of contact for our company. This role involves managing front desk activities, including greeting clients and handling inquiries. The ideal candidate should have excellent communication skills and a welcoming demeanor.

## Receptionist Job Profile

A Receptionist serves as the initial face of the company, managing all front desk responsibilities efficiently. They handle incoming calls, coordinate schedules, and assist in administrative tasks. This position requires strong organizational skills and the ability to multitask in a dynamic environment.

## Reports To

The Receptionist reports to the Office Manager.

## Receptionist Responsibilities

- Greet and welcome guests as they arrive at the office.
- Answer, screen, and forward incoming phone calls.
- Maintain office security by following safety procedures and controlling access via the reception desk.
- Schedule and coordinate meetings, appointments, and travel arrangements for managers and staff.
- Keep updated records of office expenses and costs.
- Receive, sort, and distribute daily mail and deliveries.
- Maintain a tidy and presentable reception area.
- Provide basic and accurate information in-person and via phone/email.
- Support the administrative team with various clerical tasks as needed.

## Receptionist Requirements & Skills

- Proven work experience as a Receptionist, Front Office Representative, or similar role.
- Proficiency in Microsoft Office Suite.
- Hands-on experience with office equipment (e.g., fax machines and printers).
- Professional attitude and appearance.
- Solid written and verbal communication skills.
- Ability to be resourceful and proactive when issues arise.
- Excellent organizational skills.
- Multitasking and time-management skills, with the ability to prioritize tasks.