



Receptionist 1

Job summary

The Receptionist will bring a customer service approach to welcoming individuals in person or on the phone. The Receptionist answers the telephone, screens, and directs calls. The position maintains security by directing visitors and issuing visitor badges to individuals that have appointments. The Receptionist provides general clerical, operational, and administrative support.

This position is responsible for setting a professional tone and a welcoming feeling for the office. The Receptionist holds the responsibility of maintaining order and safety in the reception area. This position must establish and maintain good rapport with the staff to ensure successful coordination of processes during emergencies.

Responsibilities

Create a welcoming environment and manage the reception area

Operate multi-line telephone system to answer, screen, and forward calls, provide information and take messages

Respond to staff requests via receptionist email

Greet research study participants, guests, staff, and messenger services. Determine the nature and purpose of the visit, and direct or escort visitors to specific destinations.

Ensure knowledge of personnel whereabouts and maintain complete sign-out/sign-in procedures for visitors and on-site staff.

Train backup staff on coverage for the main phone line

Responsible for facilitating requests through the Computerized Maintenance Management System (CMMS) as well as follow-ups and training backup coverage

Maintain office and file cabinet keys as well as sign out ledgers for various office equipment

Manage electronic conference room reservation calendar

Update documents; i.e. sign-in sheets, telephone directory, etc.

Manage messenger service log

Manage courier and package log

Manage distribution of mail to department sections

Receive supply orders and distribute them to the appropriate staff

Coordinate reception coverage to attend regular staff meetings

Attend Office of Operations, Finance and Performance Management staff meeting and other meetings as requested

Coordinate data collection and update employee information database; new hires, employee tracking, annual compliance trainings

Ensure that the office is equipped with required office supplies as appropriate

Perform other related duties as assigned



Requirements

Experience as a receptionist and/or office assistant in a high-paced setting

Excellent people skills

Excellent oral and written communication skills

Ability to work independently

Basic computer skills; word, excel, access, PowerPoint internet navigation

Experience or willingness to receive training in de-escalation techniques

Ability to work on multiple tasks simultaneously

Excellent and courteous follow-up, communication, and empathy for clients, staff, and professionals

Great attention to detail is needed to ensure all issues reported to the front desk are documented and addressed in a professional and timely manner

Demonstrated ability to juggle multiple assignments and to produce materials on tight deadlines

Extensive knowledge of Microsoft Access 2007 and above

Receptionist 2

Job summary

The Receptionist greets customers when they come into the dealership, answers their questions, and directs them to the appropriate staff member. The Receptionist also answers all incoming calls, takes messages, and transfers callers to the appropriate department. As with all positions, receptionists are expected to uphold the highest ethical standards.

Responsibilities

Greeting the showroom customers and assisting them by providing the information needed or referring them to the correct staff member.

Performing general administrative duties, such as taking care of plants and straightening magazines, to maintain the lobby or reception area.

Receptionists must be organized to keep track of all incoming calls and visitors and have good communication skills, as they are usually the first person a customer interacts with.

Requirements

High school diploma or equivalent

Must have customer service experience

Ability to multi-task while maintaining attention to detail



Receptionist 3

Job summary

We are seeking a Receptionist. This position will consist of various duties, such as data entry, scheduling, the first point of contact, and the use of multi-line phone systems. The perfect candidate will be skilled at multi-tasking, driven, and a self-starter.

Responsibilities

- Deal directly with customers either by telephone, electronically, or face to face
- Respond Promptly to customer inquiries
- Handle and resolve customer complaints
- Obtain and evaluate all relevant information to handle product and service inquiries
- Process orders, forms, applications, and requests
- Schedules appointments, gives information to callers, and takes dictation
- Composes memos, transcribes notes, and researches and creates presentations
- Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports
- Organize workflow to meet customer time frames
- Direct requests and unresolved issues to the designated resource
- Keep records of customer interactions and transactions

Requirements

- Must have recent, relevant work experience
- Willingness to take assessment skill tests which may include, but is not limited to Excel, Word, and Typing
- Minimum typing speed of 45 WPM
- A proven history of providing excellent work

Receptionist 4

Job summary

We seek a Receptionist with excellent interpersonal and customer service skills. This person must be comfortable operating multi-line phone systems and office equipment (computers, printers, scanners, etc.) as well as communicating with senior-level clients and staff.

Responsibilities



Greeting clients and visitors and answering visitor inquiries

Answering and routing incoming calls on a multi-line telephone system

Scheduling and routing clients

Maintaining and scheduling conference rooms

Maintaining the waiting area, lobby, or other public areas

Serving coffee or tea to guests

Ordering supplies

Collecting and routing mail and hand-delivered packages

Verifying employee identification and issuing visitor passes

Handle billing, data entry, word processing, establishing new case files, and drafting correspondence

Requirements

B.A./B.S. degree preferred

Previous experience as a receptionist

Receptionist 5

Job summary

We seek a qualified individual who is a team player, experienced, and hands-on. The position requires the ability to provide superior guest service, in a fast-paced, private environment.

The Receptionist is responsible for greeting members and guests, answering the phone, answering inquiries about member accounts, taking reservations, directing calls, and providing exceptional service to Members. Performs other administrative tasks and assists other team members if needed.

Responsibilities

Communicating with guests

General phone etiquette

Requirements

Experience as a Receptionist preferred

Computer skills required.

Good communication skills are a must

Outgoing, friendly, and professional

Must be able to maintain a positive attitude under pressure and multi-task

High school diploma or equivalent



Receptionist 6

Job summary

As the Receptionist, you will be the first point of contact for the company and you will provide administrative support across the organization. You will handle the flow of people through the business and ensure that all Receptionist responsibilities are completed accurately and delivered with high quality and promptly.

Responsibilities

Greeting, welcoming, directing, and announcing visitors appropriately

Answer, screen, and forward any incoming phone calls while providing basic information when needed

Receive and sort daily mail/deliveries/couriers

Disinfecting common areas throughout the day

Perform other administrative duties such as filing, photocopying, collating, faxing, etc.

Other duties as assigned

Requirements

Proven working experience in a front office handling administrative responsibilities

High-level customer service skills

Professional appearance and demeanor

Solid communication skills both written and verbal

Ability to be resourceful and proactive in dealing with issues that may arise

Ability to organize, multitask, prioritize and work under pressure

High school degree

Receptionist 7

Job summary

The Receptionist is responsible for answering and transferring all incoming calls courteously and professionally, giving information, direction, and other appropriate assistance to residents, staff, guests, and vendors. This person can work under direct supervision when necessary but acts independently most of the time following specific procedures. This position performs a variety of other clerical duties as assigned.

Responsibilities

Open and close the reception desk and properly secures all files, keys, and equipment in the office area.



Communicate to the appropriate parties, promptly and clearly, all messages and material directed to them.

Process incoming and outgoing calls (via multi-line, computerized switchboard) in a timely, professional, and helpful manner.

Make changes, additions, and deletions to the database as necessary.

Respond to emergency calls and emergency weather situations promptly and by safety policies and procedures.

Contributes to a positive, healthy, and safe work environment.

Requirements

Minimum High School Diploma or equivalent.

Must be a friendly, caring individual, with a social presence and display flexible behavior.

Possess excellent written, verbal, and listening communication skills.

Possess computer and word processing skills.

Previous receptionist or commensurate experience.

Possess computer and word processing skills.

Receptionist 8

Job summary

The primary purpose of this position is to greet visitors and the public, answer the telephone and provide people with the appropriate information, and direct them to an appropriate resource. Provides secretarial/clerical functions to assist facility operations.

Responsibilities

Greet visitors and the general public upon entry to the facility.

Answers telephone calls, providing appropriate information and/or routing to assist callers.

Accepts mail deliveries, sorts mail, and distributes mail.

Provides miscellaneous clerical and secretarial functions for the facility owner, administrator, director of nursing, and other department heads as requested.

Logs all applicants for employment and provides employment applications.

Stamp and send mail as requested.

Log and mail telephone orders as required by regulations.

Requirements

Works in office areas as well as throughout the facility and outside the facility.

Works beyond normal working hours, on weekends and holidays, and other shifts as needed.



Must be calm and levelheaded in emergencies.

Must be well-groomed and professionally dressed.

Must be able to type 40 words per minute.

Must be able to operate office, business, and accounting equipment.

Receptionist 9

Job summary

The Receptionist will manage all incoming calls. This position performs administrative duties for the accounting department including light accounting functions and general administrative tasks. This position will ensure that our customers have the best experience over the phone and at our front desk.

Responsibilities

Facilitate and manage all incoming calls.

Welcome visitors in a warm and friendly manner.

Sort and assist in the distribution of all incoming mail.

Book and arrange catering for office events.

Carry out administrative duties such as filing, typing, copying, scanning, etc.

Carry out administrative duties as assigned to assist the Accounting Department and Management Team.

Distribute new employee contact information company-wide.

Monitor and maintain shared office equipment.

confidentially handle sensitive information.

Requirements

Minimum of (1) one year of qualified experience in a receptionist position.

Must have experience with a multi-line VOIP phone system.

Proficient in computer software programs, such as Microsoft Office applications

Strong typing skills

Experience with office equipment such as copiers and scanners

Excellent written and verbal communications skills

Attention to detail and problem-solving skills

Excellent time management skills and ability to multi-task and prioritize work

Work under pressure with ability to remain calm and pleasant



Receptionist 10

Job summary

Greets persons entering the facility, handles incoming calls, and performs general administrative duties, as well as assists the administrative team with projects and tasks as necessary.

Responsibilities

Operates multi-line phone system by receiving and transferring telephone calls. Provides information within the scope of knowledge or refers to the appropriate individual. Receives voice mail messages recorded while the office is closed.

Relays messages via voice mail and e-mail systems. Maintains the telecommunication system by following manufacturers' instructions for phone and console operation.

Greets and directs all visitors, including vendors, clients, customers, and job candidates courteously and professionally while restricting their access to the facility without proper escort. Provides information within the scope of knowledge or refers to the appropriate individual.

Maintains security by following procedures, monitoring Visitor and Employee Registration books, and issuing time-sensitive badges. Creates and distributes a monthly report identifying potential violations.

Contributes to the team effort and assists administrative services associates as needed.

Requirements

High school diploma or GED

1+ years of experience in a client-facing/customer service position within an office environment