**Receptionist Job Description**

**Job Title:** Receptionist  
**Reports To:** Office Manager or Administrative Supervisor  
**Location:** [Insert location]  
**Job Type:** Full-Time / Part-Time

**Job Overview:**We are looking for a friendly, professional, and organized Receptionist to join our team. As the first point of contact for our company, the Receptionist will be responsible for greeting visitors, answering incoming calls, directing inquiries, and providing general administrative support. The ideal candidate will possess excellent communication skills, a positive attitude, and the ability to multitask in a fast-paced environment.

**Key Responsibilities:**

* **Front Desk Reception:**Greet visitors and direct them to the appropriate person or department. Provide a warm, welcoming experience to all guests.
* **Answering Calls:**Manage a multi-line phone system, answer incoming calls promptly, and direct calls or take detailed messages. Ensure that all inquiries are handled professionally.
* **Visitor Management:**Manage visitor sign-ins and issue visitor badges as necessary. Maintain security by following company procedures for monitoring visitor access.
* **Administrative Support:**Perform various administrative tasks such as filing, data entry, scanning, copying, and faxing documents. Support other departments as needed.
* **Mail and Deliveries:**Receive and distribute incoming mail and packages. Prepare outgoing mail, including arranging for courier services as necessary.
* **Scheduling and Appointments:**Assist with scheduling meetings, booking conference rooms, and maintaining calendars. Inform team members of visitors, appointments, or changes to schedules.
* **Office Supplies and Inventory:**Monitor and maintain office supplies inventory, placing orders as necessary. Ensure common areas such as the lobby and meeting rooms are tidy and organized.
* **Customer Service:**Address client inquiries, complaints, and requests in a courteous and professional manner. Ensure that customer concerns are promptly directed to the appropriate department for resolution.
* **Assist with Event Coordination:**Support company events by coordinating logistics, sending out invitations, and preparing meeting spaces as needed.

**Qualifications:**

* **Education:**
  + High school diploma or equivalent is required. An associate degree or administrative certification is a plus.
* **Experience:**
  + 1-2 years of experience in a receptionist, administrative, or customer service role.
  + Previous experience with a multi-line phone system is preferred.
* **Skills:**
  + Strong verbal and written communication skills.
  + Excellent organizational skills and attention to detail.
  + Ability to multitask and prioritize tasks efficiently.
  + Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and general office equipment (e.g., copiers, scanners).
  + Friendly, professional demeanor with strong interpersonal skills.
  + Ability to work independently and as part of a team.

**Work Environment:**

* Reception desk in a corporate or office setting.
* Fast-paced environment requiring interaction with clients, vendors, and employees throughout the day.
* May require occasional standing and light lifting (up to 25 lbs).

**Benefits:**

* Competitive hourly wage based on experience.
* Health, dental, and vision insurance.
* Paid time off and holidays.
* Retirement plan with company matching.
* Professional development and advancement opportunities.

**How to Apply:**

Please submit your resume and a brief cover letter explaining why you are a great fit for this role.

**Equal Employment Opportunity (EEO) Statement:**

[Company Name] is an equal opportunity employer. We are committed to creating a diverse and inclusive workplace and do not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, veteran status, or any other status protected under federal, state, or local law. We encourage all qualified individuals to apply.