

## Receptionist Job Description

### Job Purpose:

Serves visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival; maintains security and telecommunications system and client confidentiality.

### Duties:

- \* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- \* Directs visitors by maintaining employee and department directories; giving instructions.
- \* Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
- \* Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- \* Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- \* Contributes to team effort by accomplishing related results as needed.
- \* Perform other administrative tasks as needed.
- \* Assist with real estate property management coordinating repairs, receiving rent, entering data in the computer.

### Skills/Qualifications:

Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills, Supply Management

Salary: USD 14 – 15 Per hour

Career Level Required: Entry level

Experience Required: Less than 1 Year

Education Required: High School or equivalent

Job Type: Full-time