



## **Job Description**

**Job Title:                    Receptionist**

### **Summary:**

Performs general receptionist duties and types a variety of correspondence for a department or a facility.

- Receiving telephone calls and routing them to the proper employees. Take messages and provide to the appropriate employee. Receiving guests and visitors to the facility.
- Maintain visitor's calendar.
- Receive and distribute incoming and outgoing mail. Sort and route mail. Assist with bulk mailings.
- Maintain inventory of office supplies and replenishes stock weekly by completing requisitions. Order equipment repairs and services upon instruction.
- Support office by using automated equipment such as facsimile machines, personal or networked computers and printers, copy equipment, voice messaging and electronic mail systems, and telephone equipment.
- Completes production reports daily.
- Assist all clerical positions as deemed necessary.
- Maintain confidential information.

### **Minimum Qualifications:**

- High school diploma or (GED).
- Microsoft Word, Excel, PowerPoint, plus good oral communications required.
- Ability to build relationships.
- Work overtime, when necessary.