

Receptionist Job Description

General Description: Duties performed are of a clerical nature. A majority of effort is associated with general support services including written and numeric data entry, answering phones, which requires a professional and welcoming disposition with both strong communication and interactive skills. Working at the front desk; this person is the first to greet visitors, clients and answer phones.

Receptionist must have knowledge of computers, general office organization and professional business-phone etiquette. Receptionist must also have the ability to successfully relate to and communicate with staff, community, agency representatives and the general public. Operate multi-line telephone console. Enter batch or non-batch type data into specific record keeping computer systems as directed by the Benefits/Payroll Administrator or applicable program supervisors. Enter client data into computer for case management program. Tabulate, record, monitor and track data enter information as directed. May perform any combination of the following duties such as: typing memos, correspondence, reports and other documents using a computer. Operate office machines such as stamping machine, printers, calculating, duplication and FAX machines. Create order for all general office supplies. May deliver / pick-up items from other business establishments. Perform general office assistance duties as assigned. Receive clients and visitors at establishment; determine nature of business and direct clients and visitors to appropriate destination. Receive, sort, date stamp and route incoming mail, collect, seal and stamp outgoing mail.

Education Requirements: **No High School or G.E.D. required.**