**Main Job Tasks and Responsibilities for receptionist**

* answer telephone, screen and direct calls
* take and relay messages
* provide information to callers
* greet persons entering organization
* direct persons to correct destination
* deal with queries from the public and customers
* ensure knowledge of staff movements in and out of organization
* monitor visitor access and maintain security awareness
* provide general administrative and clerical support
* prepare correspondence and documents
* receive and sort mail and deliveries
* schedule appointments
* maintain appointment diary either manually or electronically
* organize conference and meeting room bookings
* co-ordinate meetings and organize catering
* monitor and maintain office equipment
* control inventory relevant to reception area
* tidy and maintain the reception area
* manage the tidiness of office environment

Receptionist Skills and Qualifications:

* Associate’s or bachelor’s degree in related field
* verbal and written communication skills
* Microsoft Office Skills,
* professional personal presentation
* customer service orientation, Customer Focus
* supply Management
* organizing and planning
* information management
* attention to detail
* initiative
* reliability
* stress tolerance
* Able to contribute positively as part of a team, helping out with various tasks as required