



## Corporate Receptionist Job Description

**Job Title:** Receptionist (Full – Time)  
**Department:** Administrative  
**Reports To:** HR Director  
**FLSA Status:** Non – Exempt

### JOB SUMMARY:

Answer a multi-line switchboard and transfer calls to the appropriate person/department. Provide general information to the public, customers and visitors regarding activities within the organization. Maintain supplies and functioning of office machines and equipment therein.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer calls on the main ministry switchboard and direct them to the appropriate destination
- Retrieve messages from corporate office voice mail box
- Assist in activating and the deactivation of the corporate voice mail
- Issue visitor passes to all non-employees/guests who enter the corporate office building
- Maintain supplies and monitor operation of corporate reception area office machines and equipment
- Provide administrative support upon request

### SKILLS AND QUALIFICATIONS:

- Ability to operate multiple phone lines via switchboard
- Possess proficient computer skills (MS Office Suite) and knowledge of general office equipment
- Must have a good working knowledge of all ministry departments and their functions
- Professional demeanor and excellent communication skills (both verbal and written)
- Knowledge and demonstration of proper phone etiquette
- Customer service oriented
- Previous experience working with the general public

### EDUCATION AND/OR EXPERIENCE:

High School Diploma or equivalent; and 3 years' experience in a related field