

7/29/19 - RECEPTIONIST

RECEPTIONIST JOB RESPONSIBILITIES:

This person serves visitors by greeting, welcoming and directing them appropriately; notifies company personnel of visitor arrival; maintains security and telecommunications systems.

This position requires attention to detail. NO ONE gets past this post without proper authorization. Greetings of a pleasant nature, friendly voice is crucial. Any disruptions from exterior challenges from home or personal life, must be left outside the workplace. Security measures, monitoring logbooks, issuing visitor badges are as important as any other part of this position. Maintaining 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.