

Receptionist Job Description

Job Summary

Receptionist to manage our front desk basis and to perform a variety of administrative and clerical tasks.

Job Scope and Responsibilities

- Greet and welcome clients
- Direct clients to appropriate person and office
- Answer incoming phone calls
- Provide basic information in-person and by phone/email
- Maintain office security by following safety procedure and controlling access via the reception desk.
- Update calendars and schedule meetings
- Keep update records of office
- Perform other clerical receptionist duties such as filing, photocopying, and transcribing

Job Skills and Qualifications

- Minimum high school diploma or related field
- Experience in front desk or related field
- Strong English proficiency, ability to communicate in Mandarin is also a plus
- Strong verbal and written communication skills
- Good creative writing skills
- Proficient user of Word, Excel, Outlook and PowerPoint is a plus
- Comfortable using a computer for various other tasks
- Ability to coordinate complex projects and multi-tasks
- Ability to flourish with minimal guidance, be proactive and handle uncertainty
- Possess an open mind, growth mindset and willingness to learn