

## **Receptionist - Job Description**

### **Summary:**

To greet and answer calls in a professional manner along with a variety of administrative and office tasks.

### **Essential Duties and Responsibilities\***

- Answer calls and route them to the appropriate person or directly answer general questions
- Schedule conference rooms
- Receive visitors and let the appropriate person know they have arrived if needed
- Sends out employee happy birthday emails
- Assists with mailing out client bills (stuffing envelopes)
- Receipts in HOA payments
- Receives FedEx and UPS deliveries

### **Skills and Competencies**

- Ability to take initiative and use good judgment
- Work effectively with all levels of the organization
- Recognize confidential, sensitive, and proprietary information and maintain such information as confidential
- Excellent oral and written communication skills
- Possess good problem-solving skills
- Proficient with Windows based software, Microsoft Office, Woldox, and Juris.

### **Qualifications and Prior Experience**

- Position requires a high school diploma
- Proficiency with Windows-based software, Microsoft Office Suite applications
- Ideal candidate will have experience with dealing with clients and answering a multi-line phone system

\*This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Crystal Cornett, Legal Recruiter  
[ccornett@nnlegalsearch.com](mailto:ccornett@nnlegalsearch.com)  
832-696-9315