

Volunteer Receptionist Role Description

- Greeting guests and visitors and direct them to the correct person, asking visitors to sign in.
- Managing the front desk, keeping it tidy and stocked with necessary equipment.
- Answering and transferring phone calls, using friendly greeting, take messages and record them clearly repeating back any important information.
- Sorting and distributing mail.
- Ensure reception area is kept tidy and free from clutter/hazards.