

# RECEPTIONIST

Receptionists provide a service role by greeting people and attending to inquiries made by customers or company staff.

## WHAT RESPONSIBILITIES WILL I HAVE?

- Provide a courteous reception and information service for callers
- Receive and relay all incoming calls
- Take messages for those unable to be contacted
- Provide information to assist clients, or refer them to appropriate contacts, either in the organization or elsewhere
- Take charge of outgoing mail, arranging for courier deliveries
- Receive payments
- Order stationery and office supplies
- Arrange appointments for callers or for people working in the organization and maintain calendars
- In marketing/sales areas, assist in the promotion of products and give prices and details to customers
- Direct persons to correct destination
- Deal with queries from the public and customers
- Ensure knowledge of staff movements in and out of organization
- Prepare letters and documents
- Receive and sort mail and deliveries
- Schedule appointments
- Maintain appointment diary either manually or electronically
- Maintain tidiness of the reception area
- Perform other duties as assigned and required



## WHAT EDUCATION & TRAINING IS REQUIRED?

Associates degree in business administration is preferred

## THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, English, accounting, computer courses, mathematics

## TYPICAL EMPLOYERS

Office settings of all sizes and types of agricultural companies and organizations

## FUTURE JOB MARKET/OUTLOOK



## SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- National Association of Professional Receptionists
- International Association of Administrative Professionals
- American Society of Administrative Professionals

## AVERAGE ANNUAL FULL-TIME SALARY

\$30,000