

# General Receptionist / Front Desk Checklist

Use this checklist and complete each one of these processes everyday to ensure your front office runs smoothly.

- Welcome, assist, and direct visitors properly

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- Check each visitor into your office

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- Answer phone calls and direct them to the right person

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- Provide necessary information to guest or to staff whenever needed

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- Monitor the visitors assets as security awareness

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- Check for, send and receive messages through every communication devices, including fax machines

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- Answer phone promptly and with always a warm greeting

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- Response to all emails promptly and with useful and correct information

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- Maintain and organized all company files

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- Sort mail and distribute accordingly

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- Support executive staff whenever needed

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- Set and schedule all appointments and conferences

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- Manage all schedules and all appointments

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- Book all travel and travel arrangements. Coordinate meetings with hotels.

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- Monitor, Maintain, Organize, and order all offices supplies

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- Maintain and schedule appointments for all office equipment

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- Assist with documents (copy, scan, fax, copy-write, create)

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- Take lunch orders and promptly order food

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- Organize and order food orders for all meetings

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- Clean and set up conference room (tea, coffee, water, etc)

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- Clean front of office whenever needed

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