



The Town of Golden Beach Job Description

RECEPTIONIST

Job Code:

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Non-Exempt

Salary Grade:

Department: Administration

Supervises: None

Position Reports To: Town Clerk

Salary: \$ 20.00 / Hourly

Job Specifications:

NATURE OF WORK:

The receptionist is responsible for greeting visitors, answering and routing phone calls, managing appointments, handling mail, guiding visitors to the appropriate departments and performing general administrative and clerical tasks such as maintaining records and supporting office operations. They serve as the first point of contact for all visitors and callers to Town Hall.

ILLUSTRATIVE TASKS:

- Greet visitors, determine their needs, and direct them appropriately.
- Answer, screen, and forward telephone calls; take messages when needed.
- Provide basic information to callers and visitors.
- Perform receptionist and clerical duties for the Town Clerk or designee.
- Provide administrative support for Public Works and Human Resources departments.
- Handle incoming and outgoing mail, packages, and deliveries.
- Respond to requests for information from the public or departmental staff.
- Maintain an organized front desk reception area.
- Provide administrative support to all team members as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong verbal and written communication skills
- Must be fluent in spoken and written English with an ability to communicate in Spanish
- Excellent customer service skills
- Ability to operate office equipment (telephone, computer, copier)
- Basic computer proficiency (Microsoft Office, email, scheduling, databases)
- Thorough knowledge of general office procedures and practices
- Strong multi-tasking and organizational skills

Receptionist

Updated 10/2/26

MINIMUM REQUIREMENTS:

High school diploma or equivalent. Two years of receptionist, customer service, or clerical experience.

SUPERVISION RECEIVED:

General supervision is received from the Town Clerk or designee who reviews work for satisfactory performance of duties and for attainment of desired goals and objectives.