

Your Role as a Receptionist

Key Responsibilities

- 1 Greeting guests with a friendly and professional demeanor
- 2 Managing guest check-ins and check-outs efficiently and accurately
- 3 Answering phone calls and directing them to the appropriate departments or staff
- 4 Handling guest inquiries and providing information about services and attractions
- 5 Maintaining guest records and ensuring all information is up-to-date
- 6 Assisting with reservations and coordinating special requests for guests



New Receptionist Training Manual

Heather Prendergast

New Receptionist Training Manual:

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