

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



Salon Receptionist Training Manual

Bob Perry



Salon Receptionist Training Manual:

Milady's Salon Receptionist's Handbook Judy Ventura,1993 This one of a kind training manual will show students and professionals how to efficiently serve clients staff and management A must have resource this manual covers everything a professional receptionist needs to know to succeed in a career from procedures to techniques Just some of what you will learn includes How to function as a more professional level and achieve a more satisfying position How to run an appointment desk greet clients sell retail products and bookkeeping How to establish positive relationships with management and staff ALSO AVAILABLE AUDIOTAPE ISBN 1 56253 307 X **Manual Training Magazine** Charles Alpheus Bennett,William Thomas Bawden,1921 S/Nvq Level 2 Hairdressing with Barbering Candidate Leah Palmer,2005 This candidate handbook covers all the relevant knowledge and skills to pass the S NVQ level 2 in Hairdressing It contains details on all types of hair case studies and activities and other key points **School Document** ,1925 **Documents of the School Committee of the City of Boston** Boston (Mass.). School Committee,1924 Vocational and Technical Resources for Community College Libraries Mary Ann Laun,1995 *Documents* Boston (Mass.). School Committee,1925 Start and Run a Successful Beauty Salon Bijan Yousef-Zadeh,Sally Medcalf,2009-10-30 This book is a step by step guide to starting and running a successful beauty salon It is aimed at the budding entrepreneur a qualified beautician working for someone else who now wants to go it alone or someone who is looking to change direction in their career It draws on the experience of two people who have spent the last 25 years on the high street and in the field of beauty therapy The beauty industry is growing rapidly The face and skincare industry is already a multi billion pound industry The desire to look good and younger has never been stronger Men are increasingly joining in with actors and footballers now promoting skincare ranges In this book you will find everything you need to know from starting up to managing your own profitable salon It includes Training and gaining experience Deciding what type of salon you want to run and finding the right location Planning the layout and decor Buying equipment Preface 1 Starting out in the beauty industry 2 The Salon 3 Salon management 4 Qualificaitons training and skills 5 Staff and employment 6 Clients and treatments 7 Selecting products equipment and furniture 8 Business management 9 Finance money and accounts 10 Marketing advertising and promotion 11 Formula for success Index Report Boston (Mass.). Superintendent of Public Schools,1924 Resources in Vocational Education ,1978 *Current Catalog* National Library of Medicine (U.S.), First multi year cumulation covers six years 1965 70 **The Cumulative Book Index** ,1995 A world list of books in the English language *School of Education* University of Chicago. School of Education,1908 **CIMA Official Learning System Enterprise Operations** Bob Perry,2009-07-28 CIMA Official Learning Systems are the only textbooks recommended by CIMA as core reading Written by the CIMA examiners markers and lecturers they specifically prepare students to pass the CIMA exams first time Fully updated to reflect the 2010 syllabus they are crammed with features to reinforce learning including step by step coverage directly linked to CIMA s learning outcomes

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