

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

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