

# How to become a Receptionist?

Receptionists are the first point of contact for organisations such as hotels, gyms and businesses.



# Core Responsibilities



## 01

Greeting visitors and directing them to the correct person or department, managing the visitors book and giving out security passes

## 02

Answering enquiries in person, by phone and on email, managing a booking system

## 03

Managing diaries, sorting post, providing refreshments, keeping the reception area tidy





# Responsibilities of a Medical or Dental Receptionist

In some companies, especially where the reception area is less busy, you could carry out a wider range of tasks, such as:

- booking transport and travel
- organising meeting rooms
- basic clerical work
- handling cash
- simple bookkeeping

Some large organisations and office buildings contain several companies. In this type of location you may work as receptionist as well as security officer.





# What do I need to do to become a receptionist?

You may not need any formal qualifications to start work as a receptionist, although some employers will prefer you to have GCSEs, particularly in English and maths. IT skills such as word processing, and the ability to use the internet and email may also be helpful.

Good customer care skills and an excellent telephone manner could also give you an advantage. Temporary work (temping) can be a good way of getting experience and can often lead to a permanent job.

# Receptionist Top Needed Skills

6 Skills That Will Make Your  
Receptionist Resume Pop



01. Communication

02. Multitasking

03. Prioritizing

04. Technical skills

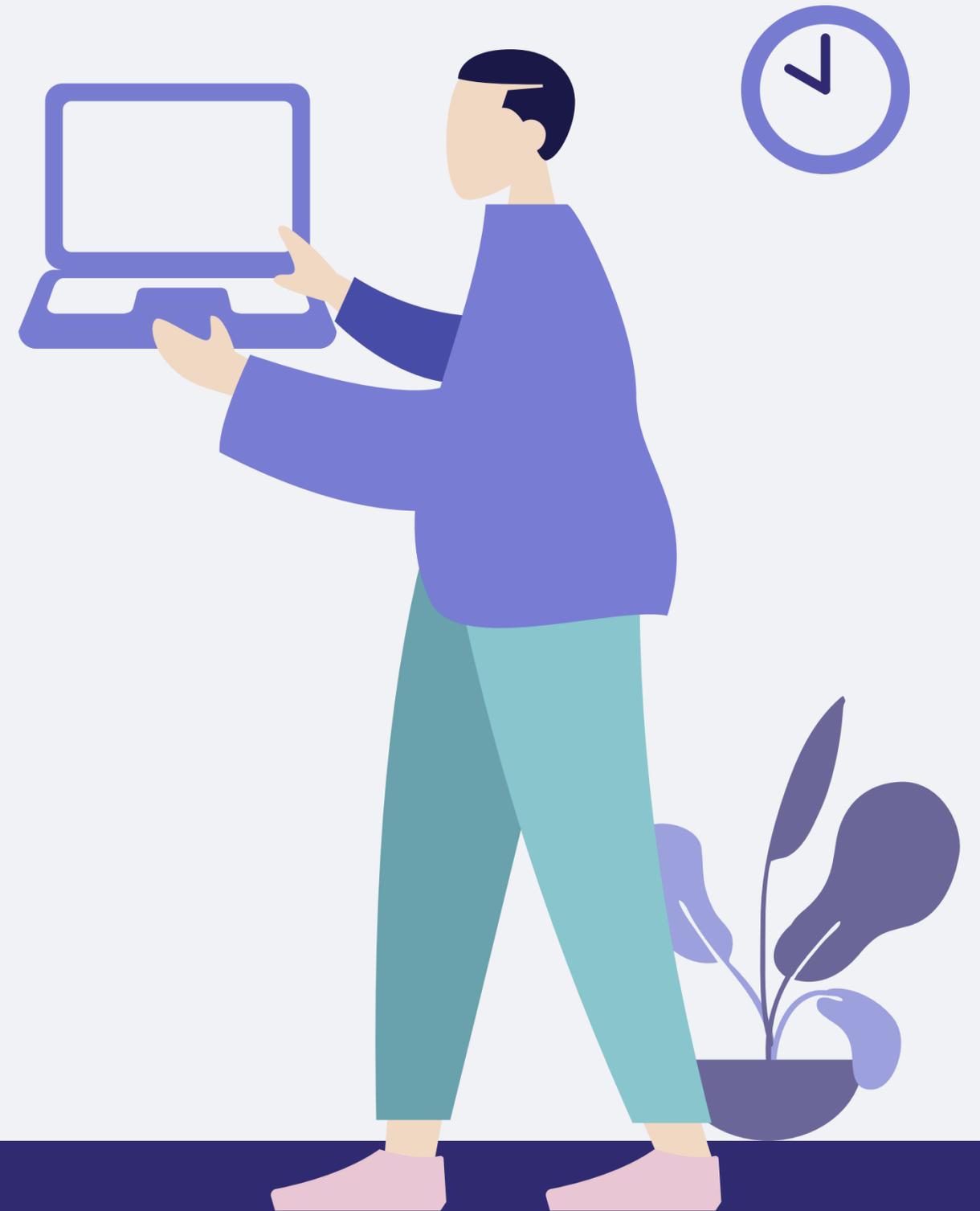
05. Interpersonal  
skills

06. Problem-  
solving abilities



# How this course will help you to become a receptionist?

This course will help you obtain the basic office skills necessary to perform professionally and efficiently the daily tasks required of a receptionist. As you progress through each lesson you will learn how to become a skilled receptionist in today's technology-based offices.



Unlimited access to all 4 courses for forever

Receive one to one assistance on every weekday from professionals

Immediately receive the PDF certificate after passing

Easily learn the skills and knowledge from the comfort of your home

## Why should you choose this course?

Comprehensive Bundle of Four Premium Courses & as Bonus you will get Pdf Certificates, Transcripts, Student ID, 24/7 Tutor Support & Exam/ Assessments at a single payment. No Hidden Fees !!\*\*

# Career Path



This course will help you to brighten up your CV while exploring the following jobs -

- Receptionist
- Corporate Receptionist
- Receptionist Administrator
- Medical Receptionist
- Virtual Receptionist
- Service Receptionist
- Hotel Receptionist
- Dental Receptionist
- Receptionist Administrator

So, what are you waiting for? Enrol now, start learning today and boost your career!

