

OP111

Receptionist

There are a number of good and bad qualities in the below picture. Place a tick ☒ for good receptionist qualities:

3



☐ Polite

☐ Not helpful

☐ Well Informed

☐ Honest

☐ Unenthusiastic

Not friendly ☐

Impatient ☐

Good Communication Skills ☐

Organized ☐

Smart ☐

Done by: Mrs. Shaikha AlFudhala