

## **WELCOME GIRLS**

1. Welcome visitors and greet them with professionalism and courtesy.
2. Greeting and welcoming guests with a pleasant smile.
3. Greeting and escorting them to their seats
4. Give information about the company as well as its services and facilities.
5. Answer any calls that come in and direct them to the right department or person.
6. Control visitor sign-in and registration procedures for visitors.
7. Managing reservations and waiting lists
8. Handle questions and resolve problems quickly and efficiently.
9. Keep the area clean and organize the desk for guests.
10. Assist in administrative tasks such as sorting mail or managing deliveries.
11. Work with employees to ensure smooth operation.
12. Giving information about the company, services, and facilities
13. Assisting wait staff as needed
14. Maintaining and handing over any personal belongings left by customers
15. Complying with departmental instructions and procedures