

Receptionist Handbook

RECEPTIONIST HANDBOOK

This Front-Line Staff and Reception Service Agreement describes the protocols and procedures we have in place at {Company} for front-line and reception staff to ensure that the duties and protocols of the job are clearly understood and that the customer experience is the best it can be.

OUR CUSTOMER SERVICE GUIDELINES & PROTOCOLS

GENERAL

Front line staff and reception staff who deal with the public are expected to dress neatly and professionally.

MOBILE DEVICES - Outside of breaks and lunch, use of mobile devices (including but not limited to cell phones, smartphones, and tablets) for texting or any other electronic chat function, personal conversations, internet access, or any other personal purpose is not allowed under any circumstances unless it is an urgent matter. It is not in the Company or the customer's best interest for our staff to use their mobile devices while at work. Your mobile device must never be used, displayed, or make sounds during working hours.

URGENT CALL-If someone needs to get in touch with you for an urgent matter; they are welcome to call the main switchboard at any time. If they cannot get hold of anyone, they are welcome to call {ENTER PERSONS NAME} on their cell phone {CELLPHONE NUMBER} and they will be happy to pass on the message immediately.

Outside of lunch and breaks, **PERSONAL USE OF COMPANY COMPUTERS, INTERNET, OR ANY OTHER COMPANY EQUIPMENT IS NOT ALLOWED UNDER ANY CIRCUMSTANCES.** It is not in the Company or the customer's best interest for our staff to be working on personal matters while at work.

GUM -The presence of chewing gum should not be known by others.

DEALING WITH WALK-IN VISITORS

Acknowledge and welcome a visitor or customer as soon as you can. Even if you are on the phone, make eye contact, smile, and try to communicate non-verbally that you are aware they are there and you will be right with them.

CUSTOMER GREETING -When greeting a customer, or answering the phone, always, **always** smile and warmly say "hello." Try to find an anchor point to make a conversation connection. If you cannot find an anchor point, it's best not to fake it. Disingenuous conversation or small talk can be a turn off for some customers and it may be best to keep it professional. Use your judgment, but the default is always to warmly ask them "How can I help you today?"

ATTITUDE -Be friendly, professional, and calm at all times – and smile! We want customers to feel good when they are dealing with us. Your attitude is important. It says a lot about the Company and largely determines whether the person in front of us will become a repeat customer.

Even if you are having a bad day, it is your job to ensure that customers are not aware of it and are dealt with in a positive manner at all times. Customers prefer not to hear about or feel negative energy from us. Sharing negative feelings or situations with customers is not appropriate. If you need to speak with

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K Morrison



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Front Office Management for the Veterinary Team - E-Book Heather Prendergast, 2014-09-30 UPDATED Pet Health Insurance and Wellness Programs chapter describes how pet insurance and wellness programs may be integrated into a successful business UPDATED chapters include the most current information on team management human resources marketing inventory management and preparing and maintaining a budget UPDATED coverage of technology and procedures includes new computer screen shots new photos revised What Would You Do Not Do boxes addressing real life situations and a glossary helping you make a smooth transition into the workplace Manuals ... British Red Cross Society, 1913

Dental Reception Training Manual Anita Jupp, Advanced Dental Education Institute, 2007 **Smull's Legislative Handbook and Manual of the State of Pennsylvania**, 1922 **Smull's Legislative Handbook and Manual of the State of Pennsylvania** John Augustus Smull, William P. Smull, Thomas Baumgardner Cochran, W. Harry Baker, 1911 Documents of the ... Legislature of the State of New Jersey, 1912 *Documents of the Legislature of the State of New Jersey* New Jersey. Legislature, 1912 **Resources in Education**, 1977 **Annual Report of the New Jersey State Board of Education, with the Report of the State Superintendent of Public Instruction** New Jersey. Department of Education, 1912

Occupational Outlook Handbook, 1990 Describes 250 occupations which cover approximately 107 million jobs **A Manual of Correctional Standards** American Prison Association. Committee to Revise the 1946 "Manual of suggested standards for a state correctional system.", 1954 Report New Jersey. Dept. of Education, 1912 **York v. City of Detroit (After Remand), 438 Mich 744 (1991)**, 1991 87229 Annual Report of the State Board of Education and the Commissioner of Education to the Legislature of the State of New Jersey New Jersey. Department of Education, New Jersey. State Board of Education, 1912 Annual Report of the Board of Education and the Superintendent of Public Instruction of New Jersey, with Accompanying Documents, for the School Year Ending ... New Jersey. State Board of Education, 1912

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