

Working as a receptionist

Recently, our school has conducted a 'Working Week' scheme. This scheme aims to let senior form students understand what the real work environment is like and how the companies operate. Our school provided four jobs for us to choose from, they are example, receptionist, teaching assistant, apprentice chef and sales assistant. As a curious person, I joined the scheme and I chose to be a receptionist. It was because this job is the most challenging one. When comparing to the other jobs, receptionist is more appealing to me.

As the name of the scheme suggests, I worked as a receptionist for a week. Honestly, the work was more difficult than I expected. I worked in a public relations company. Among these four jobs, receptionist needs more communication skills and thus more challenging. This job requires one to work in a waiting area such as lobby or front desk of the company. Unexpectedly, a receptionist has lots of work to do. For example, I need to greet the visitors, answer the telephone call and visitors' enquiries.

Through the time in the company, I learnt lots of new skills and gained good experience. Honestly, being a receptionist is quite tiring. Except working on the tables, I need to direct the visitors to their destination, sort and hand out the mail. Even before I started my work, I was required to remember the structure of the company. Luckily I received some help and kind reminders from my colleagues.

I think the most memorable experience in this job is that I need to work as a "security guard" as well. since I was assigned to work in the lobby, I need to verify the employees' identification. That was really a special work.

In conclusion, although sometimes the work made me tired, it is enjoyable. This scheme is really worth joining. I like the final remark! I swear you can get more than what you give.