

7. What do you think would be your responsibilities?

Hint: Interviewers want to see whether **you think responsibly about the role and have a good idea of what would be expected from you.** You should mention many working duties, so they see that you do not idealize the job of a receptionist, and are ready to work hard. Job descriptions on popular job boards should help you to find a long list of duties for any kind of receptionist job.

Alternatively, you can **summarize a role of a receptionist to a single mission statement.**

The key is always to show them that you do not expect an easy job and have a proactive approach to carrying out your daily duties.

Sample Answers:

- *I expect to do a lot of thing. Greeting clients, fulfilling their common requests, answering phone calls, distributing post, taking care of other duties within my competence. And if there was some time left, I would work and improve my skills, or ask the manager if he did not need my help.*
- *I've read your job description and expect to take care of all the duties. However, we should never forget the main mission of a receptionist - creating a good first impression and helping people who come to the desk. If one has this goal on his mind, he will identify what to do in his job in any moment.*