



A Receptionist

Working Life

Mary

Well here's Mary, she's a Receptionist.

Mary loves meeting people! She welcomes all the visitors to the main offices.

She's very friendly and always has a smile on her face.

She's organised and gets all of the details about the visitors.

It's her job to know where they've come from and whom they need to see.

She's very good on the computer and telephone too!

