



PrepMyCareer.com

We help you in every aspect of your job search and career planning.

## **Top 21 Receptionist Interview Questions**

**Question 1- Tell me about your background including your qualifications.**

**Question 2- What made you attract our company?**

**Question 3- Tell us something about your job experience in this field?**

**Question 4- Why do you think the work of a receptionist is so important?**

**Question 5- Can you tackle rough situations?**

**Question 6- What office equipments do you need to be a good receptionist?**

**Question 7- Why do we need good customer service from your side?**

**Question 8- What are your technical skills in this field?**

**Question 9- Are you a quick learner and problem solver?**

**Question 10- Do you like interacting with unknown people?**

**Question 11- Can you handle multiple situations?**

**Question 12- How do you keep your daily routine well organised?**

**Question 13- What type of software do you frequently use?**

**Question 14- Do you prefer working alone or working in a team?**

**Question 15- What are the basic tasks of a receptionist or a front desk job?**

**Question 16- What are the skills that are very important for a receptionist?**

**Question 17- How do you handle stubborn or annoying customers while in your job timings?**

**Question 18- What do you do when you do not have an answer to a question asked by any customer?**

**Question 19- How do you manage a heavy workload?**

**Question 20- What are your typing speed and the mistake you make?**

**Question 21- How do you manage and take control of confidential information received from unknown sources?**

Source and more details: <https://prepmycareer.com/receptionist-interview-questions-answers/>