

# Download Office Reception Manual

- 6 - GENERAL GUIDELINES Working Hours 9 Working hours of the office will be from 9-00 a.m. to 5-30 p.m. with half an hour lunch break from 1-00 to 1-30 p.m. or 1-30 to 2-00 p.m. as designated for different categories Shop a wide selection of office furniture at [beyondtheofficedoor.com](http://beyondtheofficedoor.com). Free shipping and no sales tax on everything shipped outside of WI. Welcome to the Virtual office. The Virtual Office provides managers and office workers with a tool to help identify work related health and safety risks in the office environment. Reception and Front Desk Office Skills (5M2468) Course Title . Reception & Front Desk Office Skills . Award. Level 5 QQI 5M2468 . Duration . This is a full-time one-year course and runs from September to May.