



Extraordinary Receptionist Training is a Melbourne based organisation specialising in turning everyday people into extraordinary receptionists.

If you want to start your career, training as a receptionist at an ERT Workshop will give you the skills and confidence you need to secure a rewarding office job.

If you're returning to work, qualifying as a professional receptionist is the right approach to finding a position that suits you.

Find out all you need to know about becoming an [extraordinary receptionist here](#).

If you are an employer, we can train your staff to be the very best receptionist - efficient, professional and providing the right face for your business. With ERT Workshops, you can have your staff trained or re-trained to meet your standards.

Find out all you need to know about turning your staff into an [extraordinary receptionist here](#).

Contact us Mobile **0418 999 375** or via our website at www.ertworkshops.com.au

"be extraordinary"