

THREE ROLES. ONE PROMISE.



01

RECEPTION PROFESSIONAL

Represent the client with confidence and care.

SAY IT LIKE THIS

Good morning. Welcome to Office Edge. How may I help you?

02

BUSINESS SUPPORT SPECIALIST

Make the work easier and follow through.

SAY IT LIKE THIS

I can help with that. I'll take care of the next step and keep you updated.

03

BRAND AMBASSADOR

Protect the Office Edge impression everywhere.

SAY IT LIKE THIS

I noticed this needed attention, so I took care of it.

NOTICE • OWN • ANTICIPATE

KINDNESS • CARE • EXCELLENCE

OFFICE EDGE ACADEMY