We are thrilled that you want to join the Rohlik Group team. In the previous round, we've discussed your experience and examined your personality. Now all we have to do is translate everything into reality and see how you'll do in the practical part of our recruitment process.

**Receptionist**

**Situation**

In Rohlik, most days are very action packed and we who take care of the office and operations really don't stop, there is always something to do! Please describe to us how you imagine such a classic working day from the morning. What is your way of working, what do you put emphasis on, what is important to you?

**Task**

* A courier walks through the door with boxes, someone sends you a new email, a colleague texts you on Slack, our CFO is standing at the reception desk needing help with copying, and your work phone rings at the same time... How do you react, how do you prioritize? Explain who has priority and why.
* The delivery of milk to our fridge arrived in boxes and a whole pallet. The Rohlik courier put it all behind the door, it's a lot of boxes and now what? Afterwards you also find out the driver broke the trolley, which you borrowed him/her. What do you do, when at the same time you have to prepare small catering for important meetings starting soon?

**Format**

The format of the case study is entirely up to you. We don't need long essays; clear content is more important to us. Please send all the materials at least one day before our final meeting so that we can be as prepared as possible.