

Cognizant Recruitment 2023 – All India Jobs – Front Desk Manager Post

Hiring organization

Cognizant

Job Location

India

Remote work from: India

Date posted

February 21, 2023

Valid through

31.12.2025

Base Salary

USD. 20,000 - USD. 27,000

APPLY NOW

Qualifications

Graduation,

Employment Type

Full-time

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Description

Cognizant Recruitment 2023

The Front Desk Manager is responsible for the overall operation of the front desk, including hiring, training and scheduling of staff, managing daily operations, maintaining customer service standards and overseeing inventory of front desk supplies.

Cognizant Jobs Near Me

Responsibilities:

- Supervise and schedule staff
- Oversee daily operations
- Handle customer complaints and inquiries
- Maintain inventory of front desk supplies

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Cognizant Careers

Qualifications:

- Proven supervisory experience
- Strong customer service skills
- Knowledge of front desk procedures and equipment

Important Links

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