



<https://govhelp.in/job/dabur-recruitment-2023-all-india-jobs-front-desk-manager-post/>

## Dabur Recruitment 2023 – All India Jobs – Front Desk Manager Post

**Hiring organization**  
Dabur

### Job Location

India  
Remote work from: Brazil

**Date posted**  
June 16, 2023

**Valid through**  
31.12.2023

### Base Salary

USD. 11,500 - USD. 19,300

APPLY NOW

### Qualifications

12th Pass, Graduate.

### Employment Type

Full-time

### Description

## Dabur Recruitment 2023

Are you seeking an exciting career opportunity as a Front Desk Manager? Dabur, a renowned company, is currently accepting applications for this position in 2023. Read on to discover more about the job description and application process.

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Dabur Jobs Near Me

### Responsibilities:

1. Welcoming and greeting visitors in a professional and friendly manner.
2. Managing the reception area, ensuring it remains clean, organized, and presentable.
3. Answering and directing incoming phone calls and emails.
4. Assisting visitors with inquiries and providing accurate information about the company and its products or services.
5. Coordinating appointments and meetings, and maintaining schedules.
6. Handling incoming and outgoing mail, emails, and deliveries.
7. Providing administrative support to various departments as needed.
8. Maintaining records and files, ensuring confidentiality and accuracy.

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Dabur Careers

**Skills:**

1. Educational Background: A bachelor's degree in any field is preferred.
2. Experience: Prior experience in a front desk or customer service role is an advantage.
3. Communication Skills: Excellent verbal and written communication skills in English and Hindi. Additional regional language proficiency is desirable.
4. Customer Service Skills: Strong customer service orientation with a friendly and professional demeanor.
5. Organizational Skills: Exceptional organizational and multitasking abilities.
6. Computer Skills: Proficiency in using Microsoft Office applications and familiarity with office equipment.

**Important Links****Find the Link in [Apply Now](#) Button**

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