



<https://govhelp.in/job/dbs-bank-recruitment-2023-jobs-near-me-front-desk-manager-post/>

DBS Bank Careers 2023 – Jobs Near Me – Front Desk Manager Post

Job Location

India
Remote work from: Brazil

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Base Salary

USD. 10,000 - USD. 17,500

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

DBS Bank Recruitment 2023

A Front Desk Manager is responsible for overseeing the efficient operation of the front desk or reception area in a variety of settings, such as hotels, resorts, corporate offices, healthcare facilities, and other establishments. They play a crucial role in providing excellent customer service, managing a team of front desk staff, and ensuring a smooth check-in and check-out process for guests or visitors. The Front Desk Manager is the first point of contact for guests and plays a vital role in creating a positive impression of the organization.

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DBS Bank Jobs Near Me

Responsibilities:-

- Welcome guests or visitors and provide a friendly, professional, and personalized experience.
- Assist guests with check-in and check-out procedures, ensuring accuracy and efficiency.
- Handle guest inquiries, requests, and complaints promptly and effectively.
- Coordinate with other departments to fulfil guest needs and resolve issues.
- Ensure staff compliance with policies, procedures, and customer service standards.

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Hiring organization

DBS Bank

Date posted

May 25, 2023

Valid through

31.12.2023

APPLY NOW

Qualifications:-

- Proven experience as a Front Desk Manager or in a similar role, preferably in the hospitality industry.
- Excellent interpersonal and communication skills.
- Strong leadership and team management abilities.
- Customer service-oriented mindset with a problem-solving attitude.
- Proficiency in using computer systems, reservation software, and office applications.
- Ability to multitask, prioritize, and handle stressful situations calmly.
- Knowledge of safety and security procedures and regulations.

Important Links

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

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