



<https://govhelp.in/job/front-desk-manager-in-byjus-jobs-in-hyderabad-job-vacancy-in-byjus/>

Front Desk Manager In Byjus – Jobs In Hyderabad – Job Vacancy in Byjus

Job Location

Banjara Hills, 500034, Hyderabad , Telangana, India

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Base Salary

USD. 13 - USD. 20

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

Front Desk Manager In Byjus

BYJU'S is a leading edtech company revolutionizing the learning landscape for students worldwide. We empower students of all ages to excel through innovative learning programs, engaging content, and passionate teachers. As a Front Desk Manager at BYJU'S, you'll be at the heart of our vibrant learning community, playing a crucial role in creating a welcoming and supportive environment for students and parents.

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Byjus Free Job Alert

Responsibilities:

- **Lead the Front Desk Team:** Oversee the day-to-day operations of the front desk, ensuring a smooth and efficient flow of students and parents.
- **Welcome & Assist:** Greet students and parents with warmth and professionalism, providing clear information and guidance on BYJU'S programs and services.
- **Problem-Solver:** Address inquiries and concerns promptly and effectively, ensuring timely resolution of any issues.
- **Communication Hub:** Maintain clear communication with internal teams (sales, academics, etc.) to ensure seamless student experience.
- **Data & Reporting:** Manage front desk data, including student registrations, appointments, and feedback, generating reports for internal analysis.
- **Team Player:** Foster a collaborative and supportive environment within the

Hiring organization

Byjus

Date posted

January 19, 2024

Valid through

31.08.2024

APPLY NOW

front desk team, promoting teamwork and knowledge sharing.

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Byjus Jobs In Hyderabad

Skills:

- **Excellent communication and interpersonal skills:** You thrive in building rapport and understanding diverse needs.
- **Strong organizational and time management skills:** You can prioritize tasks effectively and maintain a well-organized workspace.
- **Problem-solving and decision-making skills:** You can analyze situations, identify solutions, and make sound decisions under pressure.
- **Proficiency in MS Office Suite:** You are comfortable navigating and using relevant software for data management and reporting.
- **Bachelor's degree in any relevant field (preferred):** Education, Business Administration, Hospitality, or equivalent.
- **Freshers welcome:** We value your enthusiasm and eagerness to learn, and we offer comprehensive training to equip you for success.

Tags:

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