



<https://govhelp.in/job/godrej-recruitment-2023-jobs-near-me-front-desk-manager-posts/>

Godrej Recruitment 2023 – Jobs Near Me – Front Desk Manager Posts

Job Location

India
Remote work from: Brazil

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Base Salary

USD. 13,500 - USD. 18,500

Qualifications

12th Pass, Graduate.

Employment Type

Full-time

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Description

Godrej Recruitment 2023

Godrej, a renowned multinational conglomerate, is seeking qualified individuals for the position of Front Desk Manager. As a Front Desk Manager at Godrej, you will be responsible for overseeing the front desk operations and ensuring excellent customer service. This role offers an exciting opportunity to be the first point of contact for visitors and create a positive impression of the organization.

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Godrej Careers

Responsibilities:

- Greet and welcome visitors, ensuring a friendly and professional reception.
- Manage and coordinate all front desk activities, including answering phone calls, addressing inquiries, and handling correspondence.
- Maintain a neat and organized front desk area, ensuring a welcoming environment.
- Schedule appointments and manage meeting room reservations.
- Assist in administrative tasks such as data entry, filing, and document management.
- Coordinate with internal teams to ensure smooth operations and effective communication.
- Handle customer complaints and provide appropriate solutions or escalate as necessary.

Hiring organization

Godrej

Date posted

June 12, 2023

Valid through

31.12.2023

APPLY NOW

- Ensure adherence to company policies and procedures.
- Train and supervise front desk staff, providing guidance and support as needed.
- Maintain records and prepare reports related to front desk activities.

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Godrej Jobs Near Me

Skills:

- Bachelor's degree in Business Administration, Hospitality Management, or a related field.
- Proven experience in a front desk or customer service role, preferably in a managerial capacity.
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Proficiency in computer skills and familiarity with office software.
- Customer-oriented mindset with a focus on delivering exceptional service.
- Ability to handle pressure and resolve conflicts in a professional manner.
- Attention to detail and accuracy in handling administrative tasks.
- Flexibility to work in shifts, including weekends and holidays.

Important Links

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

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