



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

HCL Recruitment 2023 – Jobs Near Me – Front Desk Manager Post

Job Location

India
Remote work from: India

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD. 15,000 - USD. 26,500

Qualifications

Graduation

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

HCL Recruitment 2023

The Front Desk Manager is responsible for the overall operation of the front desk, including coordinating and supervising staff, handling customer inquiries and complaints, and maintaining records of transactions and activities.

HCL Jobs Near Me

Responsibilities:

- Supervising staff, assigning duties, and monitoring work to ensure compliance with company standards
- Managing customer inquiries and complaints, ensuring resolutions
- Maintaining records of transactions and activities, including room reservations, arrivals and departures, and sales

(adsbygoogle = window.adsbygoogle || []).push({});

HCL Careers

Qualifications:

- Previous experience in a supervisory
- Strong customer service skills
- Good organizational skills

Hiring organization

HCL

Date posted

February 4, 2023

Valid through

31.12.2025

APPLY NOW

Important Links

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```