



<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

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### Base Salary

USD. 15,000 - USD. 26,500

### Qualifications

Graduation

### Employment Type

Full-time

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### 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

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### 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](#)

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