



<https://govhelp.in/job/tata-steel-recruitment-2023-freshers-jobs-front-office-staff-post/>

Tata Steel Jobs 2023 – Freshers Jobs – Front Office Staff Post

Job Location

India
Remote work from: Brazil

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Base Salary

Rs. 9,000 - Rs. 15,000

Qualifications

12th Pass, Graduation.

Employment Type

Full-time

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Description

Tata Steel Recruitment 2023

As a Front Office Staff member, you will be responsible for ensuring a positive and welcoming experience for guests and visitors. You will be the first point of contact for anyone entering our establishment, and your role will involve providing exceptional customer service, managing inquiries, and maintaining a well-organized front desk area. Your friendly and professional demeanour will contribute to creating a positive first impression and establishing a smooth flow of operations.

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Tata Steel Jobs Near Me

Responsibilities:

- Greet guests and visitors with a warm and friendly welcome. Provide information about our establishment, services, and facilities.
- Answer incoming calls and direct them to the appropriate departments or personnel.
- Assist guests with making reservations and bookings, ensuring accurate information is captured.
- Perform general administrative tasks, including photocopying, faxing, and filing documents.
- Provide exceptional customer service by addressing guest concerns, resolving issues, and ensuring guest satisfaction.

Hiring organization

Tata Steel

Date posted

May 26, 2023

Valid through

31.12.2023

APPLY NOW

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Tata Steel Careers

Qualifications:

- High school diploma or equivalent (required); additional certifications in hospitality or related field (preferred).
- Proven experience in a customer service or front desk role.
- Excellent communication and interpersonal skills.
- Friendly and approachable demeanor.
- Strong organizational and multitasking abilities.
- Ability to handle difficult situations with patience and professionalism.
- Proficiency in using computer systems, including reservation software and

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