

JOB DESCRIPTION

Position / Designation : Front Office Executive	Number of Vacancy: 1
Department : Admin	Cell : Admin
Location : Bangalore	Reports To : Admin Head

Job Purpose : As a front-line worker, present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions.

Job Duties & Responsibilities

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Schedule meetings and conference rooms and Route calls to specific people.
- Answer inquiries about company, arranging appointments.
- Perform basic book keeping, filing, and clerical duties.
- Maintain the reception in a tidy and presentable manner.

Job Requirements

Educational Qualification : Any Graduation

Work Experience : 1 – 2 years

Special Requirements : Presentable and Good Communication Skill.

Key Competencies : Telephone Skills, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Handles Pressure, Ethics and Integrity, Customer Focus.

