



<https://jobquest.jobsworld.com/job/amazon-recruitment-2023-freshers-jobs-front-desk-manager-post/>

## Amazon Recruitment 2023 – Freshers Jobs – Front Desk Manager Post

**Hiring organization**  
Amazon

### Job Location

Ajgara, 221002, Varanasi, Uttar Pradesh, India

**Date posted**  
June 21, 2023

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**Valid through**  
30.09.2023

### Base Salary

Rs. 10,000 - Rs. 15,000

**APPLY NOW**

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Amazon Recruitment 2023

### Front Desk Manager

#### Job Description

Amazon is looking for a Front Desk Manager to join our team. The ideal candidate will be a highly organized and detail-oriented individual with excellent customer service and interpersonal skills. The Front Desk Manager will be responsible for overseeing the front desk operations, including:

#### Responsibilities

- Greet and assist customers in a professional and friendly manner.
- Answer phones and respond to emails in a timely and efficient manner.
- Manage the front desk staff and ensure that they are providing excellent customer service.
- Handle administrative tasks, such as scheduling appointments and maintaining files.

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#### Skills

- Excellent customer service skills.
- Excellent communication and interpersonal skills.

- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

### Qualifications

- Bachelor's degree in business administration or a related field.
- 2+ years of experience in a front desk or customer service role.
- Excellent customer service skills.
- Proficient in Microsoft Office Suite.

### Important Links

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

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