



<https://jobquest.jobsworld.com/job/blinkit-recruitment-2023-2years-exp-fast-job-front-office-executive-post/>

## Blinkit Career 2023 – 2+Years Exp – Fast job – Front Office Executive Post

**Hiring organization**  
Blinkit

### Job Location

India  
Remote work possible

**Date posted**  
June 16, 2023

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**Valid through**  
30.12.2023

### Base Salary

Rs. 15,500 - Rs. 24,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

### Experience

2+Years Experience Required

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### Description

#### Blinkit Jobs in India

Blinkit, a renowned dairy cooperative, is seeking a professional and customer-oriented Front Office Executive to join our team. As a Front Office Executive, you will be the face of our organization, responsible for providing exceptional customer service and managing the front desk operations. Your welcoming demeanor, strong communication skills, and ability to handle various administrative tasks will contribute to creating a positive and efficient environment for our visitors and staff. This position offers a great opportunity to work in a dynamic and esteemed organization within the dairy industry.

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**Blinkit Jobs Near me**

### Responsibilities:

1. Front Desk Operations: Greet visitors and provide a warm welcome, ensuring a positive first impression of Amul. Answer and direct incoming calls promptly and courteously. Manage inquiries and provide accurate information about our products, services, and policies. Maintain a clean and

organized front desk area.

2. Visitor Assistance: Register and guide visitors to the appropriate departments or individuals. Assist in coordinating appointments and meetings. Handle visitor inquiries and resolve concerns or escalate them to the relevant departments. Ensure a professional and hospitable experience for all guests.
3. Administrative Support: Perform a range of administrative tasks, including managing incoming and outgoing mail, organizing documents, scheduling meetings, and maintaining office supplies. Assist in coordinating travel arrangements and accommodation for staff and visitors. Support other departments as needed

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## ***Blinkit Jobs Careers***

### **Skills and Qualifications:**

1. Excellent Communication Skills: Strong verbal and written communication skills to interact with visitors, staff, and stakeholders in a professional and courteous manner. Active listening skills to understand inquiries and concerns.
2. Customer Service Orientation: Demonstrated passion for delivering exceptional customer service. Ability to handle inquiries and complaints with patience, empathy, and professionalism. Positive and welcoming attitude towards visitors.
3. Organizational Abilities: Strong organizational skills to manage front desk operations and administrative tasks efficiently. Attention to detail to ensure accuracy and completeness in documentation and record-keeping.
4. Multitasking and Time Management: Ability to handle multiple tasks simultaneously while maintaining attention to detail and meeting deadlines. Efficient time management skills to prioritize tasks and manage workload

Important Links

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

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