

Boroline Recruitment 2023 – All India Jobs – Front Desk Manager Jobs

Hiring organization

Boroline

Job Location

India

Remote work possible

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Base Salary

Rs. 15,000 - Rs. 25,000

Date posted

September 23, 2023

Valid through

30.09.2025

APPLY NOW

Qualifications

10th, 12th, Graduate

Employment Type

Full-time

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Description

Boroline Jobs in India

Position Overview: We are seeking a skilled and customer-oriented Front Desk Manager to join our team. As a Front Desk Manager, you will be the first point of contact for our guests and clients, providing exceptional customer service and ensuring a positive experience. You will oversee the front desk operations, manage a team of receptionists, and handle various administrative tasks. This is a key role in maintaining a professional and welcoming atmosphere in our organization.

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Responsibilities:

1. Greet and welcome guests and clients in a friendly and professional manner.
2. Manage the front desk operations, including answering phone calls, handling inquiries, and directing visitors.
3. Ensure the reception area is clean, organized, and well-maintained at all times.
4. Train, supervise, and schedule front desk staff, providing guidance and support.
5. Monitor and maintain office supplies inventory, ordering as needed.
6. Coordinate and schedule appointments and meetings, ensuring efficient use of resources.
7. Handle guest complaints or concerns, resolving them promptly and effectively.

8. Maintain security by following procedures and controlling access to the premises.
9. Liaise with other departments to ensure smooth communication and coordination.
10. Process incoming and outgoing mail, packages, and deliveries.
11. Assist in administrative tasks, such as data entry, filing, and record keeping.
12. Stay updated on company policies, procedures, and services to provide accurate information to guests.
13. Prepare and present reports related to front desk operations as required.
14. Handle cash transactions and maintain a balanced cash drawer.
15. Continuously seek opportunities to improve guest satisfaction and streamline processes.
- 16.

Skills and Qualifications:

1. High school diploma or equivalent qualification. A degree or certification in Computer Science, Information Technology, or a related field is preferred.
2. Strong technical knowledge of computer hardware, software applications, operating systems, and network connectivity.
3. Excellent problem-solving and analytical skills to diagnose and resolve technical issues efficiently.
4. Effective communication skills, both verbal and written, to explain technical concepts to non-technical users.
5. Customer service-oriented mindset with a friendly and patient approach.
6. Ability to multitask, prioritize, and manage time effectively in a fast-paced environment.
7. Familiarity with ticketing systems and remote support tools.
8. Basic knowledge of network protocols, configurations, and troubleshooting.
9. Detail-oriented with the ability to maintain accurate records and documentation.
10. Ability to work both independently and collaboratively within a team.

Experience: Freshers with a passion for IT support and a strong technical aptitude are encouraged to apply. Prior experience in a customer service or technical support role is advantageous but not mandatory.

Important Links

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

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