



<https://jobquest.jobsworld.com/job/flipkart-careers-2023-free-job-alert-front-office-staff-post/>

## Flipkart Careers 2023 – Free Job Alert – Front Office Staff Post

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
September 13, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 15,000 - Rs. 20,000

APPLY NOW

### Qualifications

10th, 12th Passed

### Employment Type

Full-time

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### Description

## Flipkart Recruitment 2023

Position Overview: We are currently seeking enthusiastic individuals to join our team as Front Office Staff. As a Front Office Staff member, you will be the first point of contact for our guests and clients, providing exceptional customer service and creating a positive and welcoming atmosphere. This is an excellent opportunity for freshers to kick-start their career in the hospitality industry and gain valuable experience in front office operations.

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## Flipkart Careers

### Responsibilities:

- Greet and welcome guests in a friendly and professional manner.
- Provide outstanding customer service, ensuring guest satisfaction.
- Manage and respond to phone calls, emails, and other inquiries promptly.
- Register and check-in guests, verifying their information and preferences.
- Assist guests with check-out procedures, ensuring accuracy of billing and payment processing.
- Handle guest requests and resolve any issues or complaints promptly and efficiently.
- Maintain a neat and organized front desk area, ensuring it is presentable at all times.
- Manage guest reservations and bookings, ensuring accuracy and efficiency.

- Provide information and guidance to guests regarding hotel facilities, services, and local attractions.
- Assist in coordinating and organizing meetings, conferences, and other events.
- Maintain records and files, ensuring confidentiality and accuracy of information.
- Collaborate with other departments to ensure smooth operations and guest satisfaction.
- Assist in administrative tasks such as data entry, filing, and correspondence.
- Uphold and enforce hotel policies and procedures to ensure a safe and secure environment.
- Stay updated with hotel promotions, special events, and policies.

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## Flipkart Jobs Near Me

### Skills:

High school diploma or equivalent qualification.  
Strong communication and interpersonal skills.  
Excellent customer service and problem-solving abilities.  
Pleasant and professional demeanor with a positive attitude.  
Ability to multitask and prioritize tasks effectively.  
Strong organizational and time management skills.  
Proficient in using computer systems and basic office software.  
Ability to work in a fast-paced environment and handle stressful situations calmly.  
Attention to detail and accuracy in handling guest information.  
Ability to work both independently and as part of a team.  
Flexibility to work in shifts, including evenings, weekends, and holidays.

### Important Links

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

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