



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

Flipkart Recruitment 2023 – Free Job Alert – Front Office Staff Post

Job Location

India
Remote work from: IND

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Base Salary

Rs. 15,000 - Rs. 20,000

Qualifications

10th, 12th Passed

Employment Type

Full-time, Work From Home

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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.

Hiring organization

Flipkart

Date posted

July 4, 2023

Valid through

30.09.2025

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- 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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