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HDFC Bank Recruitment 2023 – Job Alert – Data Entry Cum Back Office Post

Hiring organization
HDFC Bank

Job Location

India
Remote work possible

Date posted
September 22, 2023

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Valid through
31.12.2023

Base Salary

Rs. 18,000 - Rs. 23,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank 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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HDFC Bank Jobs Near Me

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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HDFC Bank Careers

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.

Important Links **Find the Link In [Apply Now](#) Button**

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