Jio Recruitment 2023 – 2+ Years Experience Required – Front Desk Manager Posts

Hiring organization
Jio

Date posted
March 27, 2023

Valid through
31.12.2025

APPLY NOW

Job Location
India
Remote work from: India

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Base Salary
Rs. 18,000 - Rs. 27,000

Qualifications
10th, 12th, Graduate

Employment Type
Full-time

Experience
2+ Years Experience Required

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Description

Jio Recruitment 2023

The Front Desk Manager is responsible for managing the front desk staff, providing excellent customer service to patients and guests, and maintaining the appearance of the front desk area.

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Duties and Responsibilities:

1. Supervise the front desk staff, providing training, direction, and support as needed.

2. Handle patient or guest complaints and take appropriate action.

3. Manage the scheduling of front desk staff shifts.

4. Maintain a positive and professional attitude at all times.

5. Keep the front desk area clean and organized.

6. Perform other duties as assigned.

Jio Jobs For Freshers

The Front Desk Manager is responsible for overseeing the front desk staff and procedures. This includes managing and scheduling staff, overseeing the registration and check-in process, and ensuring that guests receive excellent customer service. The Front Desk Manager is also responsible for maintaining the appearance of the front desk area and handling any customer inquiries or complaints.

Responsibilities:

– Oversee the front deskstaff and procedures, including managing and scheduling staff, overseeing the check-in process, and ensuring that guests receive excellent customer service.

Important Links – Maintain the appearance of the front desk area. **Find the Link in** [Apply Now](#) **Button**