



<https://jobquest.jobsworld.com/job/meesho-jobs-2023-job-freshers-front-desk-manager-post/>

## Meesho Jobs 2023 – Job Freshers – Front Desk Manager Post

**Hiring organization**  
Meesho

### Job Location

Uttar Pradesh, India  
Remote work from: India

**Date posted**  
March 18, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 12,000 - Rs. 18,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Meesho Recruitment 2023

We are looking for a Front Desk Manager to join our team! The ideal candidate will be responsible for overseeing the front desk operations and providing customer service to our patients.

### Jobs For Freshers

#### Responsibilities:

- Oversee front desk operations
- Provide customer service to patients
- Answer phone inquiries and direct calls as necessary
- Greet and check in patients
- Collect payments and process payments as necessary
- Balance cash drawer at end of day

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### Meesho Work From Home Jobs

#### Qualifications:

- High school diploma or equivalent
- At least 2 years of experience in customer service or administrative role
- Familiarity with medical terminology

-Proficient in Windows Office Suite

### **Duties and Responsibilities**

- Supervise all front desk staff, ensuring that all policies and procedures are followed and that patients and guests receive superior customer service
- Manage patient flow through the front desk area and maintain an organized, efficient work environment
- Resolve customer complaints in a timely and satisfactory manner
- Oversee the maintenance and cleanliness of the front desk area
- Perform other duties as assigned

### **Important Links**

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

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