

Zepto Recruitment 2023 – Freshers Jobs – Front Desk Manager Post

Hiring organization
Zepto

Job Location

India
Remote work from: India

Date posted
February 16, 2023

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Valid through
31.12.2025

Base Salary

Rs. 12,000 - Rs. 19,000

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Qualifications

12th, Graduate

Employment Type

Full-time

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Description

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The Front Desk Manager is responsible for the management and daily operations of the front desk.

Zepto Work From Home Jobs

Qualifications:

- Proven experience as a Front Desk Manager or similar role
- Excellent customer service skills
- Strong supervisory skills
- Knowledge of hotel management software
- Fluent in English

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Zepto Jobs For Freshers

The Front Desk Manager is also responsible for managing the hotel staff, providing excellent customer service to guests, handling complaints, and ensuring the security of the hotel.

Responsibilities:

- Handling guest complaints and ensuring that they are resolved satisfactorily
- Ensuring that all guests receive prompt, courteous, and efficient service
- Investigating any discrepancies in guest accounts
- Coordinating with other departments to ensure that all guests' needs are met

Maintaining a high level of security at the hotel

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