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Andhra Pradesh Grameen Vikash Bank Recruitment 2023 – Apply Online – Front Desk Manager Post

Job Location

India
Remote work from: India

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Base Salary

Rs. 25,000 - Rs. 30,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Andhra Pradesh Grameen Vikash Bank Recruitment 2023

The Front Desk Manager is responsible for the overall operation of the front desk, including supervising staff, scheduling shifts, and ensuring guest satisfaction.

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Qualifications:

- Proven experience as a front desk manager or supervisor
- Strong leadership and communication skills
- Excellent customer service skills
- Knowledge of office procedures and equipment

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hey will oversee the receptionists, both in their job duties as well as their personal conduct. They are also responsible for creating and managing the office schedules.

Hiring organization

Andhra Pradesh Grameen Vikash Bank

Date posted

January 30, 2023

Valid through

31.12.2023

APPLY NOW

Responsibilities:

- Oversee the receptionists' job duties and training
- Supervise the front office staff and provide support where needed
- Coordinate office schedules and arrange breaks for the staff • Handle customer complaints and provide excellent customer service

Deal with any other issues that may arise at the front desk

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

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