

Byju's Careers 2023 – 2+Year Exp. – Job Vacancy – File Clerk Post

Hiring organization
Byju's

Job Location

2nd Floor, Plot No. 2/1/56 4106 4110, Civil Lines, near Shane Awadh Hotel, Ayodhya, Uttar Pradesh 224001, 224001, Ayodhya, Uttar Pradesh, India

Date posted
June 8, 2023

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Valid through
31.12.2023

Base Salary

Rs. 30,000 - Rs. 45,000

APPLY NOW

Qualifications

12th pass

Employment Type

Full-time

Experience

2+Year Exp

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Description

Byju's Recruitment 2023

At BYJU'S, we are passionate about transforming education through innovative learning solutions. We are currently seeking a dedicated and customer-focused individual to join our team as a Front Desk Manager. As a Front Desk Manager, you will be responsible for overseeing the front desk operations and ensuring a positive experience for our visitors, clients, and employees. Your excellent communication and organizational skills will contribute to creating a welcoming and efficient environment.

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Byju's Careers

Responsibilities:

1. Front Desk Operations:
 - Manage the day-to-day operations of the front desk, ensuring a professional and welcoming atmosphere.
 - Greet and assist visitors, clients, and employees, addressing their inquiries and providing appropriate information and assistance.
 - Handle incoming calls and route them to the appropriate departments or individuals.
 - Coordinate the scheduling and booking of meeting rooms, ensuring seamless logistics and timely setups.
2. Customer Service Excellence:
 - Provide exceptional customer service to all individuals who interact

with the front desk, maintaining a positive and professional demeanor.

- Resolve customer complaints or issues promptly and efficiently, demonstrating empathy and problem-solving skills.
 - Assist in managing visitor access and security protocols, ensuring compliance with company policies and procedures.
 - Anticipate and address customer needs and preferences to enhance their experience.
3. Administrative Support:
- Provide administrative support to various departments, including handling mail and deliveries, managing office supplies, and maintaining records.
 - Assist in coordinating travel arrangements and accommodations for employees and visitors, as needed.
 - Collaborate with internal teams to facilitate effective communication and coordination.
 - Contribute to the.

Online Jobs For Student

Skills and Qualifications:

- Bachelor's degree in a relevant field or equivalent work experience.
- Strong interpersonal and communication skills, both verbal and written, with the ability to effectively interact with individuals at all levels.
- Excellent organizational and multitasking abilities, with a keen attention to detail.
- Proficient in using computer systems and software applications, including MS Office Suite.
- Ability to handle sensitive information with confidentiality and integrity.
- Customer-centric approach with a strong focus on providing exceptional service.
- Problem-solving skills and ability to remain calm and composed in challenging situations.

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

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