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Emami Recruitment 2023 – Freshers Jobs – Front Desk Manager Post

Hiring organization
Emami

Job Location

India
Remote work from: India

Date posted
March 15, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

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Qualifications

Graduate

Employment Type

Full-time

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Description

Emami Recruitment 2023

The Front Desk Manager is responsible for managing the front desk area and all front desk staff. The Front Desk Manager is also responsible for providing customer service to guests, patients, and employees, and handling all guest inquiries.

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The Front Desk Manager is responsible for the front desk area and all front desk staff. This includes supervising the front desk staff, handling customer complaints, and ensuring that all front desk procedures are followed. The Front Desk Manager is also responsible for maintaining the front desk area in a clean and organized manner.

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Responsibilities:

- Respond to customer inquiries in a timely manner
- Resolve customer complaints in a timely manner
- Manage and monitor customer service team
- Develop and implement processes that improve customer service
- Train and develop customer service team

Requirements:

- Proven experience as a Customer Service Officer or similar role
- Excellent communication and interpersonal skills
- Strong problem solving and analytical skills
- Ability to work independently and under pressure
- Strong organizational skills

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

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