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Jio Recruitment 2023 – Job For Freshers – Front Desk Manager Post

Hiring organization
Jio

Job Location

India
Remote work from: India

Date posted
March 14, 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

Jio Recruitment 2023

The Front Desk Manager is responsible for the smooth and efficient operation of the front desk, as well as providing excellent customer service to all guests and members. Duties include but are not limited to handling reservations, check-ins/check-outs, processing payments, and responding to guest inquiries. The Front Desk Manager must maintain a high level of professionalism and be able to multi-task in a fast-paced environment.

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Requirements:

- Strong communication skills
- Ability to work independently
- Problem solving skills

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The Front Desk Manager is responsible for organizing and directing the work at the front desk, ensuring that all guests are greeted and assisted in a friendly, efficient, and professional manner. This position also oversees the scheduling and training of

front desk staff.

Responsibilities:

-Answer customer inquiries and troubleshoot any issues

-Provide excellent customer service

Work independently to resolve problems.

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