

Kotak Bank Recruitment 2023 - 2+Years Experience Required - Front Desk Manager Post

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: India

Date posted
March 31, 2023

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Valid through
31.12.2025

Base Salary

Rs. 13,000 - Rs. 18,000

APPLY NOW

Qualifications

10+2/Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Kotak Bank Recruitment 2023

The Front Desk Manager is responsible for the overall operation of the front desk including but not limited to providing friendly and efficient service to guests and employees, overseeing the selection, training and scheduling of front desk personnel, and maintaining supplies and inventory.

Kotak Bank Jobs Near Me

Qualifications:

Minimum of 2 years of experience in a supervisory role in a hospitality environment

- Strong customer service skills
- Excellent organizational skills
- Strong communication skills

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Kotak Bank Jobs For Freshers

The Data Entry cum Back Office is responsible for collating and entering data from various sources into the company's database

Responsibilities:

- Oversee all front desk operations
- ensure guests receive prompt, courteous, and professional service at all times
- Train and supervise front desk staff
- Schedule and assign work -

Monitor front desk performance

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

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