

Novartis India Ltd Recruitment 2023 – Apply Online – Front Desk Manager Job

Hiring organization
Novartis India Ltd

Job Location

India
Remote work from: India

Date posted
January 25, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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[Fresher and Experience Candidates Required: Click Here to Apply Now!](#)

Description

Novartis India Ltd 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.

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