

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

Hiring organization
Novartis India Ltd

Job Location

India
Remote work from: India

Date posted
January 27, 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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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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Apply Online Jobs

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

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