

## Novartis India Ltd Recruitment 2023 – Apply Online – Front Desk Manager Post

**Hiring organization**  
Novartis India Ltd

### Job Location

India  
Remote work from: India

**Date posted**  
January 30, 2023

**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

They 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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