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Front Desk Manager For Freshers Jobs – Tech Mahindra/Apply Online Vacancy Job Alert

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: IND

Date posted
January 26, 2024

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Valid through
31.08.2024

Base Salary
USD 13 - USD 28

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

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Description

Front Desk Manager For Freshers Jobs

We're seeking a dynamic and organized individual to manage our bustling front desk at Tech Mahindra. As the first point of contact for visitors and employees, you play a crucial role in creating a positive and professional impression. This is an excellent opportunity for a bright and ambitious fresher to launch their career in a vibrant tech environment.

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Tech Mahindra Jobs Near Me

Responsibilities:

- **Warm welcome:** Greet visitors with a smile, register them efficiently, and direct them to their destination.
- **Communication hub:** Efficiently handle phone calls, emails, and in-person inquiries from employees and visitors.
- **Logistics master:** Manage visitor badges, arrange meetings, and handle office logistics with meticulous attention to detail.
- **Ambassador extraordinaire:** Uphold company culture by showcasing professionalism, helpfulness, and a positive attitude.
- **Tech-savvy:** Adapt to new technologies and software quickly to streamline front desk operations.

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Tech Mahindra Careers

Skills:

- Excellent communication and interpersonal skills with a genuine interest in helping others.
- Strong organizational skills and the ability to multitask effectively in a fast-paced environment.
- Proficiency in computer applications including word processing, spreadsheets, and email.
- Ability to learn new software and adapt to changing procedures quickly.
- A positive and professional demeanor with a smile that lights up the room.

Tags: tech mahindra recruitment 2024,tech mahindra recruitment,tech mahindra recruitment 2024,tech mahindra recruitment 2024,tech mahindra,tech mahindra recruitment 2024 for freshers,tech mahindra recruitment process,tech mahindra hiring 2024,tech mahindra off campus drive 2023,tech mahindra off campus drive 2024 batch,tech mahindra recruitment 2020,tech mahindra 2024 off campus drive,tech mahindra jobs,tech mahindra off campus drive tech mahindra jobs 2024

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

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