

## Meesho Recruitment 2023 – All India Jobs – Front Desk Manager Post

**Hiring organization**  
Meesho

### Job Location

India  
Remote work from: India

**Date posted**  
August 9, 2023

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**Valid through**  
17.01.2024

### Base Salary

USD 13,000 - USD 18,000

APPLY NOW

### Qualifications

12th Passed

### Employment Type

Full-time

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### Description

## Meesho Recruitment 2023

The Front Desk Manager is responsible for the overall management of the front desk and reception area, including ensuring that the area is clean and organized, maintaining front desk office supplies and equipment, managing budgets, records, and contracts, and supervising staff and all front desk activities including bookings, appointments, phone calls, and emails.

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### Meesho Careers

#### Responsibilities:

- Greet and welcome visitors with a friendly and professional attitude.
- Answer and direct calls, providing general information and taking messages.
- Manage the appointment calendar and schedule meetings and conference room bookings.
- Compile and distribute visitor logs and employee directories.
- Maintain security of the reception area and monitor access.
- Handle confidential information with discretion.
- Coordinate with other departments as needed.
- Supervise and train front desk staff.
- Stay up-to-date on industry trends and best practices.

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### Meesho Jobs Near Me

### Skills

- Strong understanding of the e-commerce industry
- Excellent communication and interpersonal skills
- Ability to build relationships with merchants
- Strong sales and negotiation skills
- Ability to work independently and as part of a team
- Fluent in English

### Qualifications

- Bachelor's degree in business administration or a related field.
- 3+ years of experience in a front desk or customer service role.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Strong attention to detail and accuracy.
- Ability to handle multiple tasks simultaneously.

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

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