

Sun Pharma Recruitment 2023 – Jobs For Freshers – Front Desk Manager Post

Hiring organization
Sun Pharma

Job Location

India
Remote work from: India

Date posted
August 21, 2023

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Valid through
31.12.2023

Base Salary

USD 16,000 - USD 30,000

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Qualifications

12th Passed

Employment Type

Full-time

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Description

Sun Pharma Recruitment 2023

The Front Desk Manager is responsible for the overall management of the front desk area, including greeting and welcoming visitors, answering phones, providing information and directions, and handling administrative tasks. The ideal candidate will have strong customer service skills, excellent communication skills, and the ability to work independently and as part of a team.

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Sun Pharma Jobs Near Me

Responsibilities:

- Greet and welcome visitors, answer phones, and provide information and directions
- Handle administrative tasks such as filing, data entry, and scheduling appointments
- Maintain a clean and organized front desk area
- Oversee the work of front desk staff
- Resolve customer complaints and inquiries
- Work with other departments to ensure a smooth and efficient flow of visitors

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Sun Pharma Careers

Skills:

- Strong financial acumen and analytical skills
- Experience in developing and implementing financial strategies

- Excellent communication and presentation skills
- Ability to manage multiple projects simultaneously
- Strong leadership and team-building skills
- Ability to work independently and as part of a team

Qualifications:

- Bachelor's degree in business administration or a related field
- 2+ years of experience in a front office or customer service role
- Strong customer service and communication skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

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

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