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Tech Mahindra Recruitment 2023 – Jobs Alerts – Front Desk Manager Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
October 4, 2023

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Valid through
31.12.2023

Base Salary

USD 16,000 - USD 23,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Tech Mahindra Recruitment 2023

Tech Mahindra is looking for a passionate and customer-centric Front Desk Manager to join our team. As the Front Desk Manager, you will be responsible for overseeing the day-to-day operations of the front desk, including greeting visitors, answering phone calls, and providing customer service. You will also be responsible for managing the front desk staff and ensuring that they are providing excellent customer service to all visitors.

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Tech Mahindra Jobs Near Me

Responsibilities:

- Oversee the day-to-day operations of the front desk
- Greet visitors and provide customer service
- Answer phone calls and direct callers to the appropriate department
- Manage the front desk staff and ensure that they are providing excellent customer service
- Maintain the front desk area and ensure that it is clean and organized
- Coordinate with other departments to ensure that visitors have a positive experience

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Tech Mahindra Careers

Skills:

- Excellent customer service skills
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to manage multiple tasks and priorities effectively

Proficiency in Microsoft Office Suite

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

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