

<https://integralfoundationsschool.com/job/front-office-executive-banjara-hills/>

Front Office Executive

Description

Looking for Female candidates with work experience in Front Office Management
Education: Any graduate from a reputed college
Interpersonal skills patience, listening, and communicating are all people skills a front office executive must tap into while assisting guests
Customer-centric making the needs of patrons the top priority and working to make their interaction with your company pleasant
Multitasking handling phones, dealing with visitors, and responding to staff requests requires the ability to juggle a variety of things at the same time
Attention to detail being able to follow procedures in the way the company wants keeps the visitor experience consistent and in line with the company's image
Discretion privy to personal or sensitive information, front office execs need to be trustworthy and respect the confidentiality
Communications: Handling all outgoing communication to customers and stock holders through emails and calls.

Job Location

7 Tombs Road Tolichowki, Hyderabad

Qualifications

Any Graduate

Base Salary

Ind 12000 - Ind 14000

Hiring organization

Integral Foundation School

Contacts

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