

Job Description

JD reference no.113

Job Role	Front Desk Associate
Department	G&A
Location	Delhi
Experience Required	2-3 Years
Job Purpose	To attend every person visiting office and coordinate front-desk activities and providing administrative support
Tags#	#inboundcalls #administrativesupport #receptionistduties #arrangingcouriers #supportTeam
Job Responsibilities	<ul style="list-style-type: none"> • Responsible for handling calls and provide F2F information about the company and members • Assist visitors to the appropriate person • Arranging & sorting couriers • Administrative support across the company • Coordinate front-desk activities • perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
Skills Required	<p>Technical Skills:</p> <ul style="list-style-type: none"> • hands-on experience with office equipment (e.g. fax machines and printers) • Proficiency in MAC OS • Should understand and able to speak in english <p>Soft Skills:</p> <ul style="list-style-type: none"> • Professional attitude and appearance • Customer service attitude • Multitasking • Able to deal with the emergencies • Good written and verbal Communication skills
Education Qualification	<ul style="list-style-type: none"> • Graduation • Diploma
Age bracket	23-26 years
Working Conditions	Monday to Friday
Other / Special Requirements	<ul style="list-style-type: none"> • Passionate about customer service

