

Front Desk Executive

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Company: Dadu Medical Centre

Location: Delhi Division

Category: office-and-administrative-support

Job Description

Responsibility and Duties:-

Handling Front Desk and Coordination , Good Communication Skills.

Must be Fluent in English.

Perform diversified duties in the reception area mainly consisting into.

Welcome visitors by greeting them, in person or on the answering or referring inquiries.

Directs visitors by maintaining employee and department directories; giving instructions.

Should have an exposure to all receptionist activities -Courier/Meeting and greeting guests/preparing Conference.

Candidates should have Fast learning and Positive Attitude.

Ensure the reception area is tidy & clean.

Desired Skills.

Must be Fluent in English.

Candidate should have good interpersonal skills.

Candidates should be eager to learn new things.

Maintain front office reception area.

Welcome incoming customers.

Responsible for Communicating With Clients, Receiving Calls, Attending Visitors, Maintaining Clients Records.

Who can apply:-

Who have minimum 3 year experience in calling line (Inbound and Outbound Calls).

Who can start the immediately with Dadu Medical Centre.

Who are from or open to relocate to Delhi.

Who have relevant skills and interests.

Job Types: Full-time, Regular / Permanent

Schedule:

Day shift

Morning shift

Rotational shift

Ability to commute/relocate:

Vasant Vihar, Delhi - 110057, Delhi: Reliably commute or planning to relocate before starting work (Required)

Experience:

total work: 5 years (Preferred)

Front desk executive: 4 years (Preferred)

Language:

English (Preferred)

Hindi (Preferred)

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