

Front Desk Receptionist

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Company: Elixir wellness

Location: Mumbai

Category: other-general

Company DescriptionElixir wellness is a leading wellness center focused on skincare, health and wellness including - IV Vitamins & antioxidants, wellness, aesthetics, anti-aging, and recovery services. With 5 locations in Mumbai and 10 in Bangalore, Elixir wellness provides a comprehensive range of services both at their centers and through homecare.

Role DescriptionThis is a full-time on-site role for a Front Desk Receptionist at Elixir wellness in Mumbai. The Front Desk Receptionist will be responsible for phone etiquette, receptionist duties, clerical skills, communication, and customer service.
QualificationsPhone Etiquette and Receptionist Duties skillsClerical Skills and Communication skillsBilling and invoicing for clientsCustomer Service skillsExcellent verbal and written communication skillsProficiency in MS Office and basic computer skillsCustomer-oriented mindset and problem-solving skillsAttention to detail and organizational skillsPrior experience in a similar role is a plus

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