

Front Desk Receptionist

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Company: Elixir wellness

Location: mumbai

Category: other-general

Company Description

Elixir 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 Description

This 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.

Qualifications

Phone Etiquette and Receptionist Duties skills

Clerical Skills and Communication skills

Billing and invoicing for clients

Customer Service skills

Excellent verbal and written communication skills

Proficiency in MS Office and basic computer skills

Customer-oriented mindset and problem-solving skills

Attention to detail and organizational skills

Prior experience in a similar role is a plus

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