

Front Office Executive

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Company: Mayfair Housing

Location: mumbai

Category: other-general

Responsibilities:This position is for an Guest Relations Resource for the Andheri West Project Office Filling up the walk ins form of Clients or Brokers. Escorting the clients to the waiting lounge or area. Assigning a sales manager on Rota basis as approved by the site head. Handling walk-in clients at Project sites. Ensure customers are attended on time regarding project details. Respond to customers on time and provide complete and correct information either in writing or in person as requested. Maintaining customer updates on enquiries made. Maintain database and MIS. Arrangements of Refreshments for Guests / walk-in clients. **Requirements:**Must be Fluent in English and Hindi. Saturday and Sunday's shall be Working and the Weekly off shall be on Monday. Location Mayfair Housing, Amboli, Andheri West.

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