

**Front Office Manager -Reputed Artificial Intelligence Industry -Delhi, NCR, India -  
4LPA -Kajal**

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Company: Seven Consultancy

Location: Noida

Category: other-general

## **JOB DETAILS**

Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)

Greet and welcome guests

Answer questions and address complaints

Answer all incoming calls and redirect them or keep messages

Receive letters, packages etc. and distribute them

Prepare outgoing mail by drafting correspondence, securing parcels etc.

Check, sort and forward emails

Monitor office supplies and place orders when necessary

Keep updated records and files

Monitor office expenses and costs

Take up other duties as assigned (travel arrangements, schedules etc.)

## **FUNCTIONAL AREA**

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