



<https://jobfever.govhelp.in/job/flipkart-recruitment-2023-all-india-jobs-front-desk-manager-posts/>

Flipkart Recruitment 2023 – All India Jobs – Front Desk Manager Posts

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
June 28, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2023

Base Salary

USD 12,000 - USD 18,000

APPLY NOW

Qualifications

12th Pass / Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Flipkart Recruitment 2023

We are looking for a motivated and experienced Front Desk Manager to join our team. The ideal candidate will have a strong understanding of front desk management principles and will be able to provide excellent customer service to Flipkart employees and visitors.

(adsbygoogle = window.adsbygoogle || []).push({});

Flipkart Jobs Near Me

Responsibilities:

- Greet and direct visitors
- Answer phones and respond to emails
- Manage the office's calendar and schedule appointments
- Prepare and distribute reports
- File and organize documents
- Order office supplies
- Provide general administrative support to the team

(adsbygoogle = window.adsbygoogle || []).push({});

Flipkart Careers

Skills:

- Strong understanding of front desk management principles
- Excellent customer service skills
- Excellent organizational skills
- Ability to multi-task
- Ability to work independently and as part of a team

Important Links

Excellent communication skills

Find the Link in [Apply Now](#) Button

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```