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Front Desk Manager – Myntra Recruitment 2023 In Chennai, Chamiers Road

Hiring organization
Myntra

Job Location

Chamiers Road, 600018, Chennai, Tamil Nadu, India

Date posted
June 1, 2023

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Valid through
31.12.2023

Base Salary

USD 12,500 - USD 16,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

Job Title: Front Desk Manager

Company: Myntra

Location: Chennai, Chamiers Road

Job Summary: Myntra is currently hiring a Front Desk Manager for our office located in Chennai, Chamiers Road. As a Front Desk Manager, you will be responsible for ensuring smooth and efficient front desk operations and providing excellent customer service to visitors and employees. Your organizational skills, attention to detail, and strong interpersonal abilities will contribute to creating a positive and welcoming environment.

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Myntra Jobs Near Me

Responsibilities:

1. Reception and Guest Services: Greet and welcome visitors, provide them with the necessary information, and direct them to the appropriate departments or individuals. Handle phone calls, inquiries, and emails, ensuring prompt and courteous responses.
2. Administrative Support: Manage the scheduling of meetings, appointments, and conference rooms. Coordinate travel arrangements for employees and

guests. Maintain office supplies and ensure the reception area is clean and presentable.

3. **Security and Access Control:** Monitor access to the premises, ensuring authorized entry and maintaining visitor logs. Coordinate with security personnel to enforce safety protocols and emergency procedures.
4. **Team Coordination:** Work closely with internal teams to assist in coordinating various office activities and events. Collaborate with HR for onboarding new employees and maintaining personnel records.
5. **Problem Resolution:** Handle customer complaints or issues, resolving them in a professional and timely manner. Escalate complex matters to the appropriate department or manager as required.
6. **Documentation and Reporting:** Maintain accurate records, files, and databases related to visitors, appointments, and other relevant information. Generate reports and provide regular updates to management as needed.
7. **Training and Development:** Train and supervise front desk staff, ensuring they are equipped with the necessary skills and knowledge to perform their duties effectively. Provide ongoing coaching and feedback to enhance their performance.
8. **Continuous Improvement:** Identify opportunities for process improvement and implement best practices to enhance front desk operations and customer service delivery.

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Myntra Careers

Requirements:

- Bachelor's degree in Business Administration, Hospitality Management, or a related field preferred.
- Proven experience in front desk management or a similar customer-facing role.
- Strong communication and interpersonal skills.
- Excellent organizational and multitasking abilities.
- Proficient in using office software, including MS Office Suite.
- Professional appearance and demeanor.
- Ability to handle multiple tasks and prioritize effectively.
- Problem-solving and conflict resolution skills.
- Strong customer service orientation.
- Knowledge of security and access control procedures.
- Familiarity with basic administrative tasks and office management processes.
- Flexibility to work in shifts, if required.

Important Links

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

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