



<https://jobfever.govhelp.in/job/front-desk-manager-swiggy-jobs-in-koyambedu-chennai/>

## Front Desk Manager

### Job Location

Koyambedu, 600107, Chennai, Tamil Nadu, India

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

### Base Salary

USD 11,500 - USD 15,000

### Qualifications

12th/Graduate

### Employment Type

Full-time

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

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

### Description

#### Swiggy Recruitment 2023

The Front Desk Manager is responsible for the overall operations of the front desk at Swiggy. This includes tasks such as managing the front desk team, handling customer inquiries, and ensuring the smooth flow of operations. The ideal candidate will be a highly organized and detail-oriented individual with excellent customer service skills.

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

#### Swiggy Jobs Near Me

#### Responsibilities:

- Manage the front desk team
- Handle customer inquiries
- Ensure the smooth flow of operations
- Coordinate with other departments
- Maintain the front desk area
- Resolve customer complaints
- Train new employees

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

#### Swiggy Careers

#### Requirements:

- Excellent customer service skills

### Hiring organization

Swiggy

### Date posted

July 8, 2023

### Valid through

31.12.2023

APPLY NOW

- Strong organizational and time management skills
- Proficient in Microsoft Office Suite

**Important Links** Experience with customer relationship management (CRM) software **Find the Link in [Apply Now](#) Button**

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

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