

Job Designation – Front Office Executive

Education – Any degree

Experience – 0 to 1 year (Female)

Job Description:

- Candidate should have good communication skills.
- Should have good knowledge on MS-OFFICE (*MS-EXCEL)
- Attending incoming and out going calls.

- A front office executive is responsible for greeting the visitors at the office. Registering their names and contact details.

- A front office executive is responsible for maintenance of important documents, files and records in an organized manner.

- A front office executive is responsible for providing assistance to the heads in the administration department.

- Any other responsibilities assigned from reporting authority from time to time.