

Position- Front Office Executive

Job location – South Regional Office (Bangalore)

Job Description:

- Warmly welcome clients, guests as they arrive at the office. Maintain a friendly and professional manner at all times.
- Answer incoming phone calls promptly and direct them to the appropriate departments or individuals. Take messages when necessary and ensure effective communication within the organization.
- Manage the front desk area, keeping it tidy and organized. Provide general information to visitors and answer inquiries about the company.
- Assist in scheduling appointments and meetings for employees and executives. Maintain an updated calendar to ensure efficient use of time.
- Provide basic administrative support to various departments, such as data entry, filing, and document preparation.
- Register and issue access passes to visitors, ensuring security protocols are followed.
- Keep accurate records of visitors, phone calls, and other relevant information as required.
- Monitor and replenish office supplies, ensuring that necessary items are readily available.
- Keep track of all incoming and outgoing couriers, packages, and posts. Maintain a manual register and an organized Excel sheet to record relevant details, including sender/receiver information, tracking numbers, date & time of receipt/dispatch, and any special instructions.
- Manage the booking schedule for meeting rooms and discussion spaces within the office. Coordinate with employees and teams to schedule appointments and ensure that meeting rooms are appropriately allocated and available as per the required time slots.

Qualifications and Skills:

- Higher Secondary, Degree or equivalent. Additional relevant certifications or training are a plus.
- 1 experience as a receptionist
- Excellent communication skills, both verbal and written. Fluency in multiple languages can be advantageous. (English, Hindi, and Kannada)
- Proficient in using basic office software, such as Microsoft Office (Word, Excel, Outlook).
- Strong organizational and multitasking abilities. The ability to handle multiple tasks simultaneously is essential.
- Professional appearance and manner.
- Problem-solving skills and the ability to handle challenging situations with grace and patience.
- Knowledge of office equipment, such as printers, copiers, and phone systems.

Type of Employment: On Contractual basis.

Salary: Rs. 15,000 to Rs.20,000 P.M based on the experience

Last Date of Application: 16-06-2024

Interested candidates share their resume to hrsro@ediindia.org with subject line “**Front Office Executive – Bangalore**” indicating your specialization, experience, expertise. Please specify your current organization name along with the details of designation, current salary drawn and expected salary.