

# Executive/Trainee - Front desk

Position Name	Executive/Trainee - Front desk
Grade / Designation	Executive/Trainee - Front, Travel Desk & Administration
No. of Openings (Only numeric values)	1
Function / Domain	Administration
Qualifications	Graduate
Desired Experience Level (in years)	0-4
Age	22-35
Reporting To	Head-Human Resources & Administration
Job dimensions / Span of Control	
Place of Posting (Name of City Only)	Noida
Additional Information	
Role Objectives	Overall taking care of Front Desk Management.
Key Responsibility Areas (KRAs) Financial: Customer: Process: People:	<p>Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.).</p> <p>Greet and welcome guests.</p> <p>Answer questions and address complaints.</p> <p>Answer all incoming calls and redirect them or keep messages.</p> <p>Receive letters, packages etc. and distribute them.</p> <p>Prepare outgoing mail by drafting correspondence, securing parcels etc.</p> <p>Check, sort and forward emails.</p> <p>Monitor office supplies and place orders when necessary.</p> <p>Keep updated records and files.</p> <p>Monitor office expenses and costs.</p> <p>Take up other duties as assigned (travel arrangements, schedules etc.).</p>
Key Performance Indicators (KPIs)	