

## Flipkart Recruitment 2024 – Latest Job – Front Desk Manager Post

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
December 30, 2023

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**Valid through**  
31.08.2024

### Base Salary

USD 10,300 - USD 18,600

APPLY NOW

### Qualifications

12th/ Graduate

### Employment Type

Full-time

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### Description

## Flipkart Recruitment 2024

Flipkart is more than just an online shopping platform; it's a vibrant ecosystem connecting millions of customers to their desired products. From delivering everyday essentials to fulfilling dreams with the latest gadgets, Flipkart is transforming the way people shop in India. As a Front Desk Manager at Flipkart, you'll be the friendly face and efficient facilitator at the heart of this ecosystem, ensuring a positive and productive experience for everyone.

## Flipkart Careers

### Responsibilities:

- Be the welcoming ambassador, greeting visitors with a warm smile and professional demeanor.
- Efficiently manage visitor flow, directing them to their destinations and providing necessary information.
- Handle reception tasks, including phone calls, emails, and appointment scheduling.
- Maintain a clean, organized, and welcoming front desk area.
- Oversee security procedures and access control protocols.
- Coordinate with internal departments to ensure seamless visitor experiences.
- Proactively identify and address visitor concerns, resolving issues with courtesy and efficiency.
- Monitor and report on front desk operations, identifying areas for improvement.

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## Flipkart Jobs near me

### Skills:

- A minimum of 1 year of experience in a customer service or hospitality role (preferred).
- Excellent communication and interpersonal skills, with the ability to connect with people from diverse backgrounds.
- Strong organizational and time management skills, with the ability to prioritize and multitask effectively.
- A detail-oriented approach with a commitment to accuracy and efficiency.
- Proactive problem-solving skills and the ability to handle challenging situations with calm and professionalism.
- Basic computer literacy and proficiency in relevant software (e.g., MS Office).
- A positive attitude and infectious enthusiasm, creating a welcoming and productive environment.

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

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