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## Front Desk Manager In Byjus – Jobs In Mumbai – Job Vacancy in Byjus

**Hiring organization**  
Byjus

### Job Location

Daulat Nagar, 400066, Mumbai, Maharashtra, India

**Date posted**  
January 19, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 11 - USD 21

APPLY NOW

### Qualifications

Graduate, 12th

### Employment Type

Full-time

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### Description

## Front Desk Manager In Byjus

BYJU'S is a leading edtech company revolutionizing the learning landscape for students worldwide. We empower students of all ages to excel through innovative learning programs, engaging content, and passionate teachers. As a Front Desk Manager at BYJU'S, you'll be at the heart of our vibrant learning community, playing a crucial role in creating a welcoming and supportive environment for students and parents.

## Byjus Careers

### Responsibilities:

- **Lead the Front Desk Team:** Oversee the day-to-day operations of the front desk, ensuring a smooth and efficient flow of students and parents.
- **Welcome & Assist:** Greet students and parents with warmth and professionalism, providing clear information and guidance on BYJU'S programs and services.
- **Problem-Solver:** Address inquiries and concerns promptly and effectively, ensuring timely resolution of any issues.
- **Communication Hub:** Maintain clear communication with internal teams (sales, academics, etc.) to ensure seamless student experience.
- **Data & Reporting:** Manage front desk data, including student registrations, appointments, and feedback, generating reports for internal analysis.
- **Team Player:** Foster a collaborative and supportive environment within the front desk team, promoting teamwork and knowledge sharing.

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## Byjus Jobs In Mumbai

### Skills:

- **Excellent communication and interpersonal skills:** You thrive in building rapport and understanding diverse needs.
- **Strong organizational and time management skills:** You can prioritize tasks effectively and maintain a well-organized workspace.
- **Problem-solving and decision-making skills:** You can analyze situations, identify solutions, and make sound decisions under pressure.
- **Proficiency in MS Office Suite:** You are comfortable navigating and using relevant software for data management and reporting.
- **Bachelor's degree in any relevant field (preferred):** Education, Business Administration, Hospitality, or equivalent.
- **Freshers welcome:** We value your enthusiasm and eagerness to learn, and we offer comprehensive training to equip you for success.

### Tags:

byjus recruitment process,byjus recruitment associate interview,byjus part time job,byjus interview,byjus part time jobs,byju's interview,byjus interview experience,byjus bda interview,byju's bda interview,byjus latest jobs,byjus interview for bda,byjus work from home job,byjus interview questions,byju's interview questions,byjus jobs,byjus,how to crack byjus interview,how to crack byju's interview,byju's zoom interview questions

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