



<https://jobable.govhelp.in/job/front-desk-manager-in-byjus-new-job-byjus-careers/>

## Front Desk Manager In Byjus – New Job – Byjus Careers

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 11 - USD 21

### Qualifications

Graduate, 12th

### Employment Type

Full-time

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### Description

## Front Desk Manager In Byjus

As our Front Desk Manager, you'll play a pivotal role in creating a positive first impression and fostering a warm, inviting atmosphere at our center. You'll be responsible for managing day-to-day front desk operations, ensuring smooth communication, and providing exceptional customer service to all our stakeholders.

## Byjus Careers

### Responsibilities:

- **Be the welcoming face of BYJU'S:** Greet students, parents, and visitors with warmth and professionalism, answer their inquiries, and provide guidance and support.
- **Manage front desk operations:** Oversee the efficient functioning of the front desk, including scheduling appointments, managing student information, and handling administrative tasks.
- **Ensure seamless communication:** Act as a central point of contact, liaising with teachers, counselors, and other staff to ensure smooth communication and flow of information.
- **Maintain a positive and professional environment:** Uphold BYJU'S brand standards, ensuring a clean, organized, and inviting center environment.
- **Contribute to the overall success of the center:** Proactively identify and address any concerns, participate in team initiatives, and contribute to the center's overall growth.

### Hiring organization

Byjus

### Date posted

January 24, 2024

### Valid through

31.08.2024

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## Byjus Jobs Near Me

### Skills:

- **Minimum of 2 years of experience** in a customer service or administrative role.
- **Excellent communication and interpersonal skills:** Ability to build rapport with diverse individuals, handle inquiries confidently, and communicate clearly and effectively.
- **Strong organizational skills:** Proficient in multitasking, time management, and maintaining accurate records.
- **Tech-savvy:** Familiarity with MS Office Suite and other relevant software applications.
- **Positive and enthusiastic attitude:** A passion for education and a commitment to providing exceptional service.
- **Team player:** Ability to collaborate effectively with colleagues and contribute to a positive team environment.

### 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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