



<https://jobable.govhelp.in/job/maruti-suzuki-recruitment-2024-job-recruitment-front-desk-manager-post/>

## Maruti Suzuki Recruitment 2024 – Job Recruitment – Front Desk Manager Post

**Hiring organization**  
Maruti Suzuki

### Job Location

India  
Remote work from: IND

**Date posted**  
December 29, 2023

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**Valid through**  
31.08.2024

### Base Salary

USD 11,900 - USD 19,700

APPLY NOW

### Qualifications

Graduate, 12th

### Employment Type

Full-time

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### Description

## Maruti Suzuki Recruitment 2024

As our Front Desk Manager, you'll be the first point of contact for every customer entering our showroom, setting the tone for their entire Maruti Suzuki experience. From warmly welcoming guests and scheduling appointments to answering inquiries and ensuring a smooth service process, you'll wear many hats, becoming the master of first impressions and a vital contributor to Maruti Suzuki's continued success in exceeding customer expectations.

## Maruti Suzuki Careers

### Responsibilities:

- Greet and welcome customers with a warm smile and professional demeanor, creating a positive first impression.
- Efficiently manage the front desk, scheduling appointments, handling walk-ins, and directing customers to relevant departments.
- Answer customer inquiries accurately and promptly, providing information about vehicles, services, and promotions.
- Manage customer flow, ensuring a smooth and efficient experience throughout the showroom.
- Assist with paperwork and documentation, ensuring accuracy and completeness.
- Liaise with internal teams (sales, service, finance) to facilitate customer interactions and address any concerns.
- Maintain a clean and organized front desk area, promoting a professional

and welcoming environment.

- Monitor customer feedback and address any issues promptly and effectively.
- Stay up-to-date on Maruti Suzuki products, services, and promotions, providing accurate information to customers.

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### **Maruti Suzuki Jobs near me**

#### **Skills:**

- Minimum Bachelor's degree in Hospitality, Management, or a related field (experience in customer service or dealership operations is a plus!).
- Excellent communication and interpersonal skills, adept at building rapport, actively listening, and exceeding customer expectations.
- Strong organizational and time management skills, able to prioritize tasks and manage multiple requests efficiently.
- Proficiency in computer applications (Microsoft Office Suite) and dealership management systems.
- A positive and proactive attitude with a genuine passion for service excellence.
- The ability to work independently and as part of a team in a fast-paced environment.
- A strong understanding of the automobile industry and the Maruti Suzuki brand is a plus.

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

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