TCS Recruitment 2024 – Job Change – Front Desk Manager Post

Hiring organization
TCS

Date posted
January 10, 2024

Valid through
31.08.2024

APPLY NOW

Job Location
India
Remote work from: IND

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Base Salary
USD 19,200 - USD 28,400

Qualifications
Graduate

Employment Type
Full-time

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Description

TCS Recruitment 2024

As a Front Desk Manager at TCS, you'll be the welcoming face of our company, playing a crucial role in shaping the first impression for visitors, clients, and employees. You'll manage the daily operations of the front desk, ensuring a smooth and efficient flow of activity while upholding the highest standards of professionalism and hospitality.

TCS Careers

Responsibilities:

- Greet visitors, clients, and employees warmly and professionally, providing information and assistance as needed.
- Manage the reception area, ensuring its cleanliness and organization.
- Coordinate visitor access, maintaining security protocols and confidentiality.
- Schedule meetings and conference rooms, managing bookings and ensuring availability.
- Handle incoming and outgoing calls, directing inquiries to appropriate personnel.
- Process and maintain visitor logs and other administrative documents.
- Provide administrative support to the office, including ordering supplies and managing petty cash.
- Uphold TCS's values of professionalism, integrity, and customer focus.

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TCS Jobs near me

Skills:

- Minimum Bachelor's degree in Hospitality Management, Business Administration, or a related field.
- Minimum 2 years of experience in a front desk or similar customer service role.
- Excellent communication and interpersonal skills, with the ability to build rapport with diverse individuals.
- Strong organizational and time management skills to handle multiple tasks efficiently.
- Proficiency in computer skills, including MS Office Suite and other relevant software.
- Positive and proactive attitude with a focus on providing exceptional service

Important Links **Find the Link in** Apply Now **Button**

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