



MUSTANGS E SERVICES PRIVATE LIMITED

B 240 Sushant lok 3 , sector 57 gurgaon

Front Office Managers

Job purpose

- To manage front office of the entire organization
- To manage and organize all in office meetings for clients , vendors and associates
- To manage and keep record of schedules for all staff and employees
- Manage and organize phone calls
- Convince clients and associates, ensuring adoption for our services (target oriented)

Job description

- Greet and converse with all people walking into our office
- Coordinate with the concerned person and arrange for meeting
- Assist clients and help them get familiarized with our services
- Setup and organize appointments , meetings with clients , associates and vendors
- To call prospective clients, associates , and vendors and urge them to schedule a meeting with our executives
- Ensure client / associate satisfaction with a service with a smile attitude
- Explain and convince clients and associates about effectiveness of our services and help them adopt

Job skills

- Should have good communication skills both written and verbal
- Should have good convincing power
- Good computer skills are required
- In depth knowledge of internet and search engines is necessary
- Research analytical skills

Working conditions

- Operator should not be engaged in unnecessary conversation while sitting on the board.
- The operator on the board should be extremely courteous towards all walkins and phone calls.



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- Accuracy is very essential to connect to the correct numbers required.
- Minimum 1 Year Commitment to the organization for experienced and 2 years commitment for Freshers.
- Office timing 10 Am to 6:30 pm MON - SAT which may increase looking at workload and urgency of work.
- Sales targets required to be met

Salary - CTC 1.2 - 4 lacs P.A

Salary for the job comprises of fixed and a variable component

Fixed component includes Basic aswell as TA ; Variable component includes incentives, target bonus, commissions

Direct report

List by job title any position to be supervised by the incumbent.

Approved by	kanav Sachdeva, CEO
Date approved	
Reviewed	