

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

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

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.
- Accuracy is very essential to connect to the correct numbers required.

Direct report

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

Approved by	kanav Sachdeva, CEO
Date approved	
Reviewed	

