

<https://targetjob.govhelp.in/job/tech-mahindra-jobs-job-alert-fast-job-for-front-desk-manager/>

Tech Mahindra Jobs – Job Alert – Fast Job For Front Desk Manager

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD 15 - USD 23

Qualifications

Graduate, Post Graduate

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Employment Type

Full-time

Description

Tech Mahindra Recruitment 2024

About Tech Mahindra

Tech Mahindra is a leading provider of solutions and services to the connected world, enabling leading enterprises, communications service providers, and technology companies to navigate digital transformation. They are a multinational giant with a presence in over 90 countries, and their diverse workforce of over 125,000 employees drives innovation and excellence.

Why Join Us as a Front Desk Manager (Remote)?

Are you a highly organized and customer-focused professional with a passion for creating a positive first impression? Do you thrive in a fast-paced environment and enjoy building relationships with people from all walks of life? If so, then this remote Front Desk Manager position at Tech Mahindra might be the perfect opportunity for you!

The Position

Tech Mahindra is seeking a talented and experienced Front Desk Manager to join our growing remote team. In this role, you will be responsible for overseeing all aspects of our virtual front desk operations, ensuring a seamless and professional experience for all visitors, employees, and clients.

Hiring organization

Tech Mahindra

Date posted

March 23, 2024

Valid through

31.12.2024

APPLY NOW

(adsbygoogle = window.adsbygoogle || []).push({});

Job Summary

As the Front Desk Manager, you will be the first point of contact for all inquiries coming into Tech Mahindra. You will be responsible for a variety of tasks, including:

- Greeting visitors and employees warmly and professionally.
- Answering phones, emails, and other inquiries in a timely and courteous manner.
- Directing visitors to the appropriate personnel or resources.
- Scheduling appointments and managing calendars.
- Maintaining a clean and organized reception area.
- Processing deliveries and mail.
- Preparing reports and maintaining accurate records.
- Enforcing company security policies and procedures.
- Staying up-to-date on company policies and procedures.
- Contributing to a positive and welcoming work environment.

Key Responsibilities

- Provide exceptional customer service to all visitors, employees, and clients.
- Manage the virtual front desk platform efficiently and effectively.
- Develop and maintain a strong understanding of Tech Mahindra's products, services, and operations.
- Proactively identify and resolve any issues that may arise.
- Maintain a professional and positive demeanor at all times.
- Work independently and as part of a team.

Required Skills and Qualifications

- Minimum of 2 years of experience in a front desk or customer service role.
- Strong communication, interpersonal, and organizational skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent time management and multitasking skills.
- Ability to work independently and as part of a team.
- Proactive and problem-solving attitude.
- A keen eye for detail and accuracy.
- Experience with virtual receptionist software a plus.

Experience: Fresher or Experienced

This position is open to both experienced professionals and recent graduates with a strong foundation in customer service. We are looking for a self-motivated individual who is eager to learn and grow in a fast-paced environment.

(adsbygoogle = window.adsbygoogle || []).push({});

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



Why Join Tech Mahindra?

Benefits and Perks:

- Competitive salary and benefits package.
- Opportunity to work for a leading global company.
- Work from the comfort of your own home.
- Flexible work schedule.
- Continuous learning and development opportunities.
- Collaborative and supportive work environment.
- Be part of a team that is driving innovation in the tech industry.

Thriving Work Environment:

At Tech Mahindra, we are committed to fostering a culture of diversity, inclusion, and respect. We believe that our employees are our greatest asset, and we are dedicated to providing them with the tools and resources they need to succeed.

Application Process

To apply for this position, please submit your resume and cover letter online. In your cover letter, please tell us why you are interested in this role and what you can bring to Tech Mahindra.

Motivate to Join

This is a great opportunity for a highly motivated and organized individual to launch a rewarding career with a leading technology company. If you are looking for a challenging and exciting opportunity to work remotely and make a real impact, then we encourage you to apply!

General Overview

As the Front Desk Manager at Tech Mahindra, you will play a vital role in creating a positive first impression for our company. You will be responsible for providing exceptional customer service, managing the virtual front desk operations, and ensuring the smooth flow of communication within the organization.

We are looking for a passionate and enthusiastic individual who is excited to join our growing remote team. If you are ready to take your career to the next level, we encourage you to apply today!

If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest

Jobs



Important Links

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```