



<b>Job Title:</b>	Front Desk Executive	<b>Job Category:</b>	Management
<b>Department/Group:</b>	Management	<b>Job Code/ Req#:</b>	SM04
<b>Location:</b>	Nagpur	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	1.2-1.5 L	<b>Position Type:</b>	Full time
<b>HR Contact:</b>	Rahul – 8208178571	<b>Date Posted:</b>	23.01.2022
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	30.01.2022
<b>External Posting URL:</b>	www.idacind.in		
<b>Internal Posting URL:</b>	NA		
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> idac.jas@gmail.com Subject Line: Applying for the post of Front Desk Executive			
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>  The ideal candidate will be responsible for driving the company's key performance indicators by delivering an exceptional in-store experience. In order to do this, the candidate will build and train an effective team, and effectively incorporate business trends.  <ul style="list-style-type: none"><li>• Build effective relationships with associates, peers and supervisor to develop a high performing team</li><li>• Staff In/Out record keeping and reporting</li><li>• Identify, order and maintain office material in order to run smooth working</li><li>• To engage and understand visitor's agenda and meeting arrangements</li><li>• To maintain record of inward and outward material</li><li>• To record and maintain records of office communications and couriers</li><li>• To ensure proper packaging of outward material</li><li>• To attend staff requirements and arrange resources</li><li>• To keep records of documents / catalogues and office materials</li><li>• Social media campaigns and engagement through appropriate flyers to maintain presence of company</li></ul>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>  <ul style="list-style-type: none"><li>• Minimum Graduation or ITI</li><li>• 0-3 years of management experience</li><li>• Strong verbal and written communication skills</li></ul>			

- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Should have worked with Tally ERP9/ERP software

**PREFERRED SKILLS**

Past equivalent experience  
 Graduation – HR/Any  
 Post-Graduation – Not Required

**ADDITIONAL NOTES**

Candidate having similar or HR experience will be given preference in hiring

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	