

Role : Guest Relation Executive

Qualification : Graduate

Experience : 2 Years

Job Description:

1. Attending Incoming & Outgoing calls with proper etiquettes and maintaining records for them.
2. Responding the telephonic call and carry out the conversations politely and timely manner
3. Handling multiple telephone lines in timely manner and direct the calls to the concerned person / extension
4. Differentiating the incoming calls and walk-ins and handle them appropriately
5. Greeting and assisting visitors and Guests
6. To sort out incoming mails at enquiry inbox and distribute to the concerned Department / Executive and responding them in case of customer enquiries
7. To do the data entry, prepare presentations, make reports whenever required by the team
8. To perform other administrative work like supervision on Housekeeping and other administration purchases viz. stationery items, eatables, flowers or bouquets etc. whenever required
9. Being the mirror of the organization, to behave in a very professional manner and always acquiring the professional ethics
10. Taking care of dispatch, keeping records for incoming and outgoing Letters
11. Maintaining of Stock Registers (First aid, Stationery, etc.)
12. Updating Inventory received and other work
13. Maintaining the files, records and documents as required
14. Handling Telephonic and Walk-in enquiries