

Job Title:	Administrative - Front Desk Executive	Years of Experience:	2-4 years or more
Department	Operations	Position Type:	Full Time
Location:	Noida 129 Sector	Date posted:	
Package:	As per the market policies		

Job Description

Job Summary:

WE ARE SEEKING A TALENTED ADMINISTRATIVE FRONT DESK EXECUTIVE WITH 2 - 3 YEARS OF EXPERIENCE TO JOIN OUR TEAM. AS A KEY MEMBER OF OUR ADMINISTRATIVE STAFF, YOU WILL PLAY A CRUCIAL ROLE IN MAINTAINING EFFICIENT OFFICE OPERATIONS.

RESPONSIBILITIES:

1. **GREET VISITORS, ANSWER INCOMING CALLS, AND PROVIDE ASSISTANCE.**
2. **MANAGE CORRESPONDENCE, SCHEDULE APPOINTMENTS, AND ORGANIZE MEETINGS**
3. **ASSIST WITH OFFICE SUPPLY MANAGEMENT AND EQUIPMENT MAINTENANCE.**
4. **HANDLE CLIENT INQUIRIES AND REQUESTS IN A COURTEOUS AND EFFICIENT MANNER**
5. **MANAGE HR-RELATED INQUIRIES EXTERNAL STAKEHOLDERS, PROVIDING TIMELY AND ACCURATE RESPONSES.**
6. **COORDINATE TRAVEL ARRANGEMENTS AND ASSIST WITH EVENT PLANNING**

REQUIREMENTS:

1. **BACHELOR'S DEGREE IN ANY FIELD.**
2. **PROVEN EXPERIENCE IN AN RECEPTIONIST OR ADMINISTRATIVE ROLE.**
3. **STRONG ORGANIZATIONAL SKILLS AND ATTENTION TO DETAIL.**
4. **PROFESSIONAL APPEARANCE AND DEMEANOR**
5. **EXCELLENT COMMUNICATION AND INTERPERSONAL SKILLS.**
6. **PROFICIENCY IN MICROSOFT OFFICE SUITE (WORD, EXCEL, POWERPOINT).**
7. **ABILITY TO MAINTAIN CONFIDENTIALITY AND HANDLE SENSITIVE INFORMATION WITH DISCRETION.**
8. **KNOWLEDGE BASIC HR PROCESSES AND PROCEDURES.**
9. **ABILITY TO WORK EFFECTIVELY BOTH INDEPENDENTLY AND AS PART OF A TEAM.**
10. **STRONG PROBLEM-SOLVING SKILLS AND ABILITY TO PRIORITIZE TASKS EFFECTIVELY.**

HOW TO APPLY

INTERESTED CANDIDATES ARE INVITED TO SUBMIT THEIR RESUME ALONG WITH A COVER LETTER DETAILING THEIR RELEVANT EXPERIENCE AND MOTIVATION TO CONTACT@PMSPL.NET.IN. PLEASE MENTION THE POSITION NAME IN THE SUBJECT LINE.



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