

## Front Desk Executive

### Responsibilities

1. Welcome and greet guests in a friendly and professional manner
2. Answer phone calls and direct them to the appropriate person or department
3. Handle incoming and outgoing correspondence, including emails and letters
4. Manage the reception area to ensure it is clean and organized at all times
5. Assist with administrative tasks, such as data entry, filing, and photocopying
6. Maintain a record of incoming and outgoing guests and employees
7. Handle guest complaints and resolve issues in a timely and efficient manner
8. Coordinate with other departments to ensure smooth operations
9. Maintain knowledge of company products, services, and policies
10. Provide support to other team members as needed

Job Location: M/s. Vaibhavdeshmukh Infraprojects Pvt Ltd Head Office,  
Office No. B3, B4, Gurusharanam complex, Vishrali naka, Panvel 410206