

Job description

Job Title: Front Office Executive

Location: Gurgaon

Experience: 5 years

Employment Type: Full-time

Job Summary:

We are looking for a dynamic and professional **Receptionist cum Admin** to manage front desk responsibilities while providing administrative support to ensure smooth office operations. The ideal candidate should have excellent communication skills, a customer-friendly attitude, and strong organizational abilities.

Key Responsibilities:

1. Front Desk Management:

- Greet and welcome visitors, clients, and employees with a friendly and professional demeanor.
- Answer and route incoming calls, take messages, and handle queries efficiently.
- Maintain the reception area, ensuring it is clean, organized, and presentable at all times.
- Handle courier and mail distribution, ensuring timely dispatch and receipt.

2. Administrative Support:

- Assist in office management tasks, including ordering stationery, office supplies, and vendor coordination.
- Schedule and coordinate meetings, appointments, and conference room bookings.
- Manage employee attendance records, visitor logs, and access control.
- Support HR with onboarding formalities, maintaining records, and organizing employee engagement activities.
- Assist in travel arrangements, hotel bookings, and logistics for employees and guests.

3. General Office Operations:

- Ensure smooth day-to-day office operations and assist in facility management.
- Maintain and update records, databases, and documentation as required.
- Support basic accounting tasks, such as invoice processing and petty cash handling.
- Handle ad-hoc administrative duties assigned by management.

Key Skills & Requirements:

- Bachelor's degree or equivalent qualification.
- 2-4 years of experience in a receptionist or administrative role.
- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint).
- Professional and customer-oriented approach with a positive attitude.
- Ability to work independently and handle office responsibilities efficiently.