

Vilas Javdekar Developers (VJ)

We strive to make the best homes in terms of user friendly design, aesthetic brilliance, robust engineering and sustainability.

We do this with all our Passion. For us, development is not just a business; it is what we love to do: *Creating long term value for everyone*

We have the following opening.

Designation

Front Desk Executive/Receptionist (Female Candidates Only)

Job Description

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Re-direct calls as appropriate and take adequate messages when required.
- Maintains telecommunication system.
- Good communication skills. (Communication in English & Marathi is a must).
- Control inventory relevant to reception area.
- Verbal and written communication skills.

Additional Skills

- Should have a good personality, Communication skills
- Professional personal presentation
- Ability to coordinate with large number of clients
- Flexibility to adjust to changing schedules
- Initiative & reliability

Experience

2 – 4 Years

Industry Type

Hospitality/Banking/Real Estate

Education

Graduation

Location

Pune

Positions

2

Salary

No bar for right Candidate

