

Designation :Front Desk Executive.  
Location : Gurgaon  
Salary Package : 2.4 - 3.6 L  
Experience : Hospitality Experience Preferred  
Requirement : Immediate  
Contact : team@altfspaces.com  
Vacancy : 3

## **About AltF**

AltF is one of the top co-working spaces in India and It is headquartered in Gurgaon. It is spread over 1 Lac sq ft across 10 Locations and is now expanding to PAN India Level to become the biggest in the industry.

Started about 3 years back, it gives the blend of a startup and a growing organization together. AltF has served over 400 businesses so far. It is known to deliver affordable office space to startups and SMBs with a team size of 1-100 members.

Covered by Yourstory, LBB, lamwire, Inc42 and many other news and media areas for doing amazingly well in the past couple of years.

## **What we need :**

### **Prerequisites for a Front Desk Executive :**

- Administer smooth office operations and administration.
- Possesses good property management skills.
- Must have fluent english communication skills.
- One should be able to understand and resolve client queries within TAT.
- One should have basic excel knowledge and an aptitude to be trained and be able to use any other software.
- One should have strong interpersonal skills.
- The Incumbent must be organized and detail oriented as a person.
- One shall have an outstanding ability to stay calm under pressure.
- Person should be highly presentable with good grooming and clothing standards.

### **Job Role :**

The person would be single point of contact for all the clients and their relative problems and queries, Therefore he/she will be:

- Responsible for end to end office operations at one of the coworking office space of AltF.
- Handle the walk-in as well as telephonic enquiries and queries, and maintaining a record of the visitors.
- Maintaining cordial relations with the clients.

- Maintain good relations with the vendors responsible for smooth operations at the office space.
- Supervise and administer the Supervisor, and keep a check on the housekeeping staff and office boys
- Handling the clients visiting the space and maintaining the visitor's list.
- Promptly handling issues faced by the client in the office and get them solved immediately.