

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-desk-executive-job-in-india/>

## FRONT DESK EXECUTIVE

### JOB LOCATION

MG Road, Shivaji Nagar, NA, Pune, Maharashtra, India

### DESCRIPTION

**Company Name:** Elite Hospitality Services

**Location:** MG Road, Shivaji Nagar, Pune, Maharashtra

### Job Description

Elite Hospitality Services is hiring a Front Desk Executive for our premium hotel located in Pune. We are looking for a professional, customer-oriented individual to manage front desk operations. This is an excellent opportunity for individuals interested in hospitality and guest relations.

### Roles and Responsibilities

- Greet and welcome guests in a warm and professional manner.
- Handle check-ins and check-outs, ensuring a smooth process for guests.
- Answer inquiries about the hotel, services, and local attractions.
- Manage room reservations and cancellations through the hotel's booking system.
- Coordinate with housekeeping and other departments to ensure guest satisfaction.
- Handle guest complaints and provide solutions promptly.
- Maintain daily reports and logs for the management team.

### Skills Required

- Excellent communication skills in English and Hindi.
- Polished appearance and professional demeanor.
- Basic computer knowledge (MS Office, reservation software).
- Ability to handle guest complaints calmly and efficiently.
- Organizational skills to manage multiple tasks simultaneously.

### HIRING ORGANIZATION

Elite Hospitality Services

### EMPLOYMENT TYPE

Full-time, Part-time

### BASE SALARY

INR 18,000 - INR 25,000

### VALID THROUGH

2026-07-20

## Qualifications

- High school diploma or equivalent; a degree in Hospitality Management is preferred.
- Freshers with strong interpersonal skills are welcome to apply.
- Prior experience in a hotel or similar setting will be an advantage.

## Salary

- **Monthly:** ₹18,000 – ₹25,000 (based on experience).

## Perks and Benefits

- Complimentary meals during work hours.
- Uniform provided by the hotel.
- Performance-based incentives.
- Opportunity for career growth in the hospitality industry.

## Work Location

- **Hotel Elite Residency**  
MG Road, Shivaji Nagar, Pune, Maharashtra – 411005

## Contact Information

- **Email:** [careers@elitehospitality.com](mailto:careers@elitehospitality.com)
- **Phone:** +91-9876543210

If you're a people-person with a passion for hospitality, send your resume to the email address mentioned above or call us for more details.