

WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-desk-executive-receptionist-mumbai/>

HIRING ORGANIZATION

Aashvi Associates

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Mumbai, India

DATE POSTED

? March 20, 2026

FRONT DESK EXECUTIVE/RECEPTIONIST – MUMBAI

DESCRIPTION

Company: Aashvi Associates

Location: Malad (W) & Borivali (W), Mumbai

Job Type: Full-Time

Experience: 0 – 4 Years

Openings: 2

About the Company

Aashvi Associates is hiring for a premium wellness centre that focuses on providing quality services to clients. The workplace offers a professional and customer-friendly environment.

Role Overview

This role involves managing the front desk, handling visitors, and supporting daily operations. It is ideal for candidates who are polite, presentable, and good at communication.

Responsibilities & Daily Tasks

- Manage front desk operations and reception area
- Welcome guests, clients, and patients
- Handle enquiries and return missed calls
- Guide clients about services and charges
- Schedule and manage appointments
- Handle billing and cash transactions
- Maintain cleanliness and organization
- Support team with additional assigned tasks

Eligibility & Skills Required

- Fresher or experienced candidates can apply
- Good communication in English, Hindi & Marathi
- Presentable, polite, and professional behavior
- Basic knowledge of billing and cash handling
- Good coordination and multitasking ability

Benefits & Work Environment

- Work in a premium wellness centre
- Professional and clean workplace
- Opportunity to interact with clients daily
- Learning and growth opportunities

How to Apply

WhatsApp your CV: +91 9152297927

You can send your resume to the given number for quick response.